

IN SEARCH OF...



Supply Organist Available: Fawn Albert is willing to be a supply organist. Contact her at 610-533-8859 (cell) or 610-799-6116 (home)

New Century Hymnals...PNEC has 200 New Century Hymnals boxed and ready to transport to a new church home. Please contact us 610.826.3113 or BarbaraJ@pnc.org.



Financial Manager - 1 of 2 positions available - Union UCC, Neffs is looking for a Financial Manager who has a heart for working in a church and supporting the work being done. This position includes these responsibilities: financial management and accounting for all church financial accounts. Several areas are shared with other office staff including the Office Assistant, the Payroll Manager and the Church Office Administrator. This position coordinates payroll with the Payroll Manager and works in coordination with the Office Assistant when needed. It is supervised by the Church Office Administrator and the Senior Pastor. The position is 15-20 hours a week. There is flexibility and the schedule is negotiable, some at-home hours may become a possibility. Applicants should have experience in accounting and financial management, a high level of integrity and confidentiality, a passion for numbers and an attention to detail and organization, an ability to follow established procedures and policies, excellent communication and people skills, a desire to work on a team of staff, pastors and volunteers as leader and supporter, a mastery of MS Office (especially Excel), experience with accounting systems, and an ability to learn and work with our financial software Church Windows. Salary based on experience. If you'd like to be part of the work of this vibrant church apply at <https://employers.indeed.com/j#jobs/view?id=0553b467b274>

Church Office Administrator 1 of 2 positions available. - Union UCC, Neffs is looking for a Church Office Administrator who has a heart for working in a church and welcoming members and guests to our church office. The Administrator position includes these responsibilities: oversight of church office and other office staff, pastoral and staff support, facility scheduling, reception, Sunday worship bulletin and monthly newsletter publishing, website and social media updating and a variety of church related business. Several areas are shared with other office staff including the Office Assistant, the Financial Manager and the Payroll Manager. The Church Office Administrator would help to oversee and coordinate shared projects. The position is 25-30 hours a week, Monday-Friday 9am-3pm with some flexibility in scheduling. Applicants should a high level of integrity and confidentiality, excellent communication and people skills, a desire to work on a team of staff, pastors and volunteers as leader and supporter, an attention to details and organization, an ability to follow established procedures and policies, a mastery of MS Office (especially Word and Publisher), an understanding of social media and certain IT-related skills, and an ability to learn and administrate with our database software Church Windows. Salary based on experience. If you'd like to be part of the work of this vibrant church send your resume through <https://employers.indeed.com/j#jobs/view?id=56589a944a0c>

