

St. Paul Lutheran Church & School has 3 positions available:

**School Admissions and Marketing Specialist**- A dynamic, creative, and engaging self-starter who believes in, has a knowledge of and passion for, private Christian education. Prior admissions experience and/or graphic design & marketing experience preferable but not required. The Admissions and Marketing Specialist leads, manages, and evaluates the student enrollment process – from inquiry through admissions to assimilation into the school's culture. This position also provides creative oversight, in keeping with the beliefs and mission of the school, to attract, enroll, and retain students.

**Church and School Senior Accountant**- A detail oriented, conscientious, independent individual to perform all accounting tasks from general ledger to financial statements, reporting and analysis, for the church and school. The role includes managing the accounts payable function, all payroll processing, tax compliance, and benefits recording. Management of the month end close process, including journal entries and all reporting, are critical functions as well. Qualifications: 5-7 years accounting experience. Bachelor's degree in Accounting preferred.

**Business and Human Resources Manager**- A self-motivated and detail-oriented individual with excellent communication skills to manage Human Resources for a church and school with 55+ employees. This includes benefit administration, policy and procedures creation and management, and responsibility for the performance management process. This position is responsible for managing the church office, including non-called staff, in an efficient manner via documented processes and procedures. Qualifications: 5 to 7 years' experience running an office and human resource management. Bachelor's degree in Business or Human Resources required.

If interested, please send resume and cover letter or inquiries to [posting@stpaulwestlake.org](mailto:posting@stpaulwestlake.org).

Deadline for resumes is July 18<sup>th</sup>, 2022.