

Office and Financial Administrator

20-25 hours per week

St. Louis Park, MN

Pay: \$21-\$24 an hour + Pension & Paid Time Off

Our client is seeking a welcoming administrator with strong interpersonal skills, organizational skills, a gift for communicating about the life of the church and attention to detail. This team member is the first point of contact for callers/visitors and is responsible for all internal and external communications, organizing office logistics including the flow of information, member database and ordering supplies and equipment. This team member would also be responsible for bookkeeping, financial statements and maintaining church financial records. It is expected that about 30% of time would be spent on office manager responsibilities and 70% of time would be spent on financial responsibilities. This position averages 20-25 hours a week and is eligible for pension benefits and paid time off. A minimum of two years office work experience as well as a working knowledge of Microsoft Office (Word, Excel, Powerpoint), Gmail, Google Documents, website software, marketing communication software and database experience is required; experience working in a faith-based setting is preferred. A detail position description is available after the initial introduction. St. George's Episcopal Church is grounded in the promise of God's grace and we are called to extend Christ's welcome to all people.