



## **NETARTS FRIENDS CHURCH**

Job Description: Part-Time Office Manager

Netarts Friends Church now has an opening for a Part-Time Office Manager.

Netarts Friends Church is a welcoming family of ministering servants of Jesus Christ who yearn to know the heart of God and share it with others. We are a diverse group who come from a variety of backgrounds and Christian denominations. You might as well drive by the bay on your way into work. Our quaint office building is set off Alder Cove Rd. in Netarts, OR.

The Office Manager is responsible for bookkeeping, accounts payable, and financial record keeping in collaboration with a local CPA. Time is spent on church communications including newsletters, emails, and church directories. The Office Manager assists with caring for the church facilities by managing the inventory of office, church, and children's ministry supplies. The Office Manager attends and provides minutes at a Stewardship meeting one evening a month. In addition, the Office Manager provides administrative assistance when church programs and events arise that require coordination, publications, communication, and preparation.

### Qualifications:

- Experience working with QuickBooks preferred (or willing to be trained upon hire)
- Bookkeeping skills
- Computer and writing skills
- Organizational skills
- Trustworthy and confidential
- Reliable and responsible
- Willing learner
- Detail oriented

### Pay:

Starting at \$18.50 an hour.

### Schedule:

6-10 hours a week

Year Round

Regular Days and Times to be determined with Pastor.

### Interested Parties:

Submit Application