

### **Office Administrator**

Westminster Presbyterian Church

Sumter, SC

06/23/09

Westminster Presbyterian Church in Sumter, SC seeks full-time (35 hrs/wk) Office Administrator for small but busy office. Duties include:

- Data management including processing financial contributions, assisting with church budget, creating financial reports, and maintaining extensive paper and electronic file system
- Performing extensive communication by phone and email as receptionist and central office contact
- Providing administrative support to pastors, youth director, and church officers
- Publishing weekly bulletin, monthly newsletter, and updating webpage

Strong computer, organizational, and interpersonal skills necessary. Candidate must be able to quickly learn new software and troubleshoot office machinery. Proficiencies in Publisher, Word, Excel a must. Financial experience and web design preferred. Please send resumes to Emily Dietrich, 230 Alice Drive, Sumter, SC 29150 or by email to [emily@westminsterpca.net](mailto:emily@westminsterpca.net).