



2255 SE 38th Street, Ocala, FL 34480

[www.graceocala.net](http://www.graceocala.net)

Phone: 352-629-1537

Grace Presbyterian Church (PCA), Ocala, FL, is receiving applications for a full time Administrative Assistant and Bookkeeper. 40 hours per week, Monday through Friday, 8:00 AM to 5:00 PM.

This position supports the work of the Senior Pastor as well as maintains the financial records, accounts payable and receivable, and payroll for the church and GraceWay Academy, our school. The position will also update the church's Facebook page and website. Training and experience with QuickBooks required. Depending on the level of experience, this position offers a salary, paid semi-monthly, ranging from \$35,000 to \$45,000, health insurance, paid holiday and leave benefits in a professional work environment.

Candidate will be a mature and committed Christian with a Biblical worldview and accept the Bible to be the only rule of faith and life. Knowledge and adherence to the Reformed faith is preferred.

Candidate will pass a Level 2 FBI background check and fingerprinting as well as a credit check. Three references will be checked prior to hire; one of which will be from the candidate's church pastor.

Job Type: Full-time

Work Remotely: No

COVID-19 considerations: Mask optional.

Contact: Laurie Baluyot, [Laurie@GraceWayAcademy.org](mailto:Laurie@GraceWayAcademy.org)