

Administrative and Accounting Assistant

Bethel Presbyterian Church
203 South Kentucky Street
Kingston, TN 37763

Job description

QUALIFICATIONS

- Effective, pleasant and compassionate communication skills with members, church friends, community groups, vendors, contractors, other staff and pastor, as well as with those who contact the church for information or assistance.
- Strong computer skills with attention to detail for maintaining membership records, sending emails, setting up and using church online accounts, ordering supplies, recording contributions, paying bills, processing payroll, reconciling bank statements, and maintaining official church accounting records.
- General office skills such as maintaining files, correspondence, and the church master calendar.
- Proficiency in accounting software, Microsoft Word, Microsoft Excel, and Microsoft Outlook, and knowledge of basic accounting principles.
- Education and/or experience in administrative work and basic accounting. Ability to learn through training in specific church software.
- Ability to identify and help resolve accounting issues.
- Love of following Christ by serving others.

Job Type: Part-time

Expected hours: 24 hours per week (6 hours/day, 4 days/week, 8:30 a.m.-3:00 p.m., M-Th, daily 30 minute required meal break)

Pay: \$20 - \$25 per hour, depending on education/experience

Work Location: In person

How to apply:

<https://www.indeed.com/viewjob?jk=462e01d97b10658f>

July 30, 2025