Kenwood United Methodist Church, in Ashland, is seeking a church Administrative Assistant.

This is a 24-hour per week part-time salaried position. The Administrative Assistant will provide administrative support for the pastor, staff and lay leadership. The successful applicant will be the welcoming voice of Kenwood to those who call or stop by. The qualified applicate will have the following skill set:

1. Accurate and timely bookkeeping,

a. Proficient in Quickbooks and Microsoft Excel,

b. Experience in accounts receivable and payable,

d. Ensure financial records are kept accurate and up to date,

e. Provide additional support as needed by the Finance Committee.

2. Effective church office administration,

a. Proficient in Microsoft Word and PowerPoint,

b. Experience with maintaining websites,

c. Manage church calendar, committee, and pastor's meetings,

d. Ensure that membership details are accurate and up to date using appropriate software.

e. Experience in basic office administration duties and equipment such as copy machines, computers, filing, opening, and distributing mail, answering phones, maintaining office supplies, etc.

The applicant may be required to undertake such other tasks and responsibilities as may be directed, from time to time, by the pastor or leadership team of the church, that are consistent with the nature of the job described above.

He or She must maintain a high level of confidentiality and be able to be flexible, changing the order of the day's business according to demands as they present. The employee must be able to multi-task and be courteous, respectful, and considerate of others.

The individual will be required to be cleared by a background, criminal and sex-offender check prior to hiring.

Salary: $13,156-$18,285 depending on experience.

For questions, please contact Pastor Lisa Nordan at 757-513-0496 and direct resumes to: 11208 Elmont Road, Ashland, VA. 23005 or to main@kenwoodumchurch.org