

OPERATIONS ADMINISTRATOR

St. Peter's Lutheran Church of Harwich is seeking to hire an Operations Administrator who is skilled in finance and accounting administration, administering church software systems, and facilities management.

We're looking for a person who:

- ✓ Has Associates degree in accounting
- ✓ Strong experience and skills in accounting software; QuickBooks Online preferred
- ✓ Experienced in non-profit bookkeeping and payroll administration
- ✓ Skilled with document management and electronic communication
- ✓ Knowledgeable in computer technology, hardware and software
- ✓ Competent, committed, efficient, and self-motivated
- ✓ Desiring to work in a multi-faceted church

What we're offering:

- Compensation commensurate with work experience
- Paid time off
- Fifteen hours a week, flexible

For the full position description follow this link: <https://stpeterslutherancapecod.org>

Send a letter of introduction, resume, and three references to Rev. Tiffany Nicely Holleck at stpeterhar@gmail.com

God's blessings on you today!