

Local Church Seeks Administrative Assistant for 36 hr/wk. Duties include receptionist, clerical, reports, presentations, records mgmt, bookkeeping, procurement, payroll & possibly website maintenance. Organize & guide volunteers who support the office functions. **Requires:** min of 5 yrs exp, min 2 yr degree/certification in Office Management and/or Accounting is preferred. Experience in lieu of education will be evaluated. Must have exp in office mgmt, Microsoft Office Suite and understand accounting/bookkeeping principles. Experience in website maintenance is desired. Require a team member, self-starter, organized, prioritize work, minimal supervision & ability to interface with church & community. Drug screen & background check required. Pay based on experience and education. Kingston United Methodist Church is an Equal Employment Opportunity employer. Resumes will be accepted through November 8, 2017 by submitting to KUMCresume@gmail.com or mailed to KUMC Resume, P O Box 248, Kingston, TN 37763.