

“Kodak United Methodist Church is looking for a full-time Administrative & Financial Assistant. This position will involve general clerical & reception duties, along with managing financial items related to church income & expenses. Experience in bookkeeping & a proficiency in computer skills is required. Organization & communication skills are also requirements. This position is 30-35 hours per week, & salary is commensurate with experience. To apply, please submit your resume to jobs@kodakchurch.com.”