

Job Opening – Church Administrator – Eastminster, Belleville

Eastminster Church is seeking a full-time Administrator to cover a long-term disability. We are seeking someone with strong inter-personal and communication skills, a good work-ethic, integrity, and knowledge of church work and structure.

The Administrator is responsible for maintaining the financial, payroll, tax, and other administrative records of the Church. He or she will oversee some of church staff and manage various aspects of office life.

Skills and qualifications include a minimum of a high school diploma, proficiency in Microsoft Office Word, Outlook, PowerPoint, Access, Excel, Publisher), Sage's Simply Accounting, and a willingness to learn Easy Worship.

For a fuller description of the post and/or to apply, please contact Dr. David McMaster at: dmcmaster@eastminster.ca or call the Church Office at 613-969-5212.