

SUNSET HILLS UNITED PRESBYTERIAN CHURCH  
900 Country Club Drive  
Pittsburgh, PA 15228  
Office Administrator and Financial Secretary  
JOB DESCRIPTIONS  
2017

Sunset Hills United Presbyterian Church, affectionately known as SHUP, of Mt. Lebanon, PA is seeking a part-time Office Administrator and part-time Financial Secretary.

We are looking for an organized person(s) who will be strongly committed to our 300+ member congregation in the lovely and safe neighborhood of Sunset Hills.

Applicants should be individuals who display excellent skills in interpersonal relationships, organization, and communication; possess education, training or experience in office administration and/or finances.

We anticipate that the Office Administrator and Financial Secretary will work collegially and respectfully with other staff members and be proficient with word processing, e-mail, and social media.

The work schedule is flexible and may be subject to required meetings. Compensation is negotiable dependent upon education and work experience.

Office Administrator Brief Job Description:

20 Hours per week

Compensation \$10-\$13

Perform general secretarial duties; typing and copying, filing, telephone duties, etc.

Sort daily mail

Keep Church calendar

Update Church records

Proficiency in Office 2010

Financial Secretary Brief Job Description

15 Hours per week

Compensation \$12-\$15

Handle all finances

Attend staff meetings

Enter data in Servant Keeper software as needed (specific software for churches)

Prepare financial statements

Pay all bills

Enter deposits from Nursery School Director

Software knowledge of Quicken, Microsoft Office 2010, Servant Keeper

Qualified applicants may apply for both positions as the church is willing to combine the two.

Interested persons may call: Sunset Hills U.P. Church at (412) 561-6261 or Elder Dave Brumfield at (412) 596-4095.

Our church website is [shupchurch.org](http://shupchurch.org)