

Mallard Creek Presbyterian Church (MCPC) at 1600 West Mallard Creek Church Road, Charlotte, North Carolina is currently seeking candidates for the position of **Financial Secretary**. This is a part time position (20 hours per week) that provides administrative financial support for MCPC. Position will interface directly with the MCPC staff, the Finance and Administrative Committees, church volunteers, and possibly with others within the community. Responsibilities of this position include, but are not limited to:

- Handling all bookkeeping requirements, including deposits to and balancing of church accounts, preparing for various annual audits, and reporting financial data to church leadership and the Presbytery, as appropriate.
- Paying invoices and check requests.
- Opening incoming mail and distributing to the appropriate church committees for review and approval, (e.g. invoices).
- Handling congregational contributions:
 - Posting contributions to church members' files from all donations, including online contributions.
 - Preparing and distributing annual contribution envelopes to church members.
 - Recording memorial contributions received and sending communications to contributors.
 - Providing year-end tax statements to contributors.
- Supporting annual Stewardship Campaign and other fundraising activities/events/campaigns.
- Processing payroll for staff and preschool employees.
- Process payments for assisting those in need (e.g., from Assistance Fund).

Required Qualifications:

- Proficient in general computer use and basic software packages (e.g., word processing, e-mail, spreadsheets).
- Fluent in English language – spoken and written.
- Candidate must be able to effectively handle sensitive and confidential information.

Desired Qualifications:

- Three to five years of experience in general bookkeeping/accounting. (Experience in church and/or other non-profit organizations helpful.)
- Proficient in QuickBooks and ACS software.

Please send resumes to the attention of Greg Armistead at GFArmiste@aol.com (preferred) or to the church office at 1600 West Mallard Creek Church Road, Charlotte, NC 28262.