

Part Time Financial Administrator

Grace Church in downtown Camden is seeking an experienced part time Financial Administrator. This position has the responsibility for accounting, financial reporting, accounts payable, payroll and payroll taxes, miscellaneous special projects, etc.

Successful candidate should have a degree in accounting or finance and 3-5 years of prior accounting experience. Candidate should have a positive demeanor; possess full-charge accounting skills, software/spreadsheet proficiency, strong communication skills, initiative, and ability to work independently. Must be proficient in QuickBooks and Microsoft Office. A background check and references required.

Resumes should be sent to:

Grace Episcopal Church
Attn: Financial Administrator
1315 Lyttleton Street
Camden, SC 29020

PLEASE NO PHONE CALLS