

Business Administrator position at Bethlehem Lutheran Church and School
1837 Mountain St, Carson City, Nevada 89703

Job Title: Business Administrator

Position Status: Part Time - 20 hours per week

Pay Rate: \$20 to \$23 per hour depending on experience

Description: The Business Administrator is responsible for the day-to-day financial management of the church and school with oversight from the Church Treasurer. This includes administering payroll and benefits, revenue deposits, payment of accounts payable, and preparing financial reports.

Duties:

- Administer payroll and benefits for church and school
- Help administer health, retirement, and disability benefits
- Process and pay billing invoices
- Pay and reconcile credit card accounts
- Maintain financial information in QuickBooks
- Assist the Treasurer in developing and tracking annual and monthly budgets
- Prepare monthly financial reports for church and school.

Qualifications:

- 3+ years of experience in accounting/bookkeeping
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Skilled in Microsoft Excel and Word
- Proficient with QuickBooks

To Apply: Please submit your resume and cover letter to:

Treasurer - Bethlehem Lutheran Church and School
email:blcstreasurer@blcs.org