

Job Opening: Full Time Business Administrator

Church: St. Peter's UMC, Katy

St. Peter's United Methodist Church in Katy is searching for a Business Administrator to join our staff. This position will be responsible for the financial processes of the church and maintain the churches financial records.

This is a 32 hours/week (Monday – Thursday unless needed at other times). Full benefits. Salary Range 40K – 43K

Principle Job Responsibilities:

- Financial Recording and Reporting
- Support Giving Process
- Support Payroll Processing function
- Manage VISA Credit Card & Sam's Club Membership

Qualifications:

- Bachelor's degree in business preferred
- 3 years' experience in business management including financial management, preferably in a nonprofit organization or church setting
- Commitment to the vision, mission and values of the Church
- Understands stewardship campaigns and can implement one
- Excellent management and organizational skills
- Confidentiality is a must

All interested candidates should send their resumes to Lucy Underwood, Human Resources at lunderwood@stpkaty.org or call 281-944-4940 for more information.