

# **EMPLOYMENT OPPORTUNITIES**

**St. Timothy's Lutheran Church  
825 51<sup>st</sup> Ave. NE, Columbia Heights, MN**

## **Financial Administrator**

Prepare, maintain, and process accounts receivable, accounts payable, and payroll transactions using Shepherd's Staff Database, Microsoft Word, and Excel. Associate degree or 2 -5 years of equivalent financial office experience. This is a flexible part-time position. Please submit resume to address above. Call 763-571-9721 with questions.

## **Office and Communications Coordinator**

Prepare, maintain, and process both internal and external communications using Microsoft Word, Excel, Explorer, and Power Point and Vimeo. Associate degree or 2 -5 years of equivalent office experience. This is a part-time position with regular daily hours. Please submit resume to address above. Call 763-571-9721 with questions.