

## **Part-Time Office/Bookkeeping Manager**

The First Presbyterian Church of LeRoy is looking for a part-time office/bookkeeping manager. Applicant should be a self-starter, detail oriented, poses good communication skills and the ability to multi-task. Applicant will be performing vernal office duties, interfacing with the church members and staff, and performing payroll function using Church software program.

Submit resume to:

First Presbyterian Church of LeRoy  
7 Clay street  
LeRoy, NY, 14482

(585) 768-8700

or

Email resume to: [office@presbyleroy.org](mailto:office@presbyleroy.org)