**Financial Secretary –** The Eatonton First United Methodist Church is seeking a qualified candidate for the position of Financial Secretary. The ideal candidate should have familiarity with financial administration and accounting software. Duties include receiving, recording and depositing funds received from the congregation, as well as the inputting and coding of invoices. Other desired skills include knowledge of journal entries and the ability to review financial statements for accuracy. This candidate must possess a willingness to work with our finance committee and an understanding of serving in a Christian Church. This is a paid position allowing a flexible schedule of 10-15 hours per week. A background check will be required. Please send your resumes to Mike Wood at [mike.wood@comcast.net](mailto:mike.wood@comcast.net) or contact the church office at 706-485-5871.