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# First Baptist Church in Dexter Hiring Financial Secretary

AUGUST 15TH 2017 BY DEE LOFLIN

## First Baptist Church in Dexter Hiring Financial Secretary

Dexter, Missouri - The First Baptist Church in Dexter has an opening for Church Financial Secretary.

This position is part-time. Normal work hours are Monday - Friday from 8:00 a.m. - 12:30 p.m.

Candidate must have accounting and/or bookkeeping experience utilizing computer software.

Person will be responsible for recording income, accounts payable, monthly financial reports, bank reconciliation, etc.

Compensation based on experience.

All interested candidates may pick-up an employment application at First Baptist Church, 11 W. Castor. St. in Dexter. They are open Monday - Thursday 8:00 a.m. - 5 p.m. and Friday 8:00 a.m. - Noon.

First Baptist Church is an Equal Opportunity Employer.

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