

CHURCH SECRETARY/BOOKKEEPER – Park Hill Presbyterian Church in North Little Rock is looking for a self-starter with communication, organizational, bookkeeping, tax, and payroll skills. Experience maintaining a web site would be a plus. The position is part-time at 25 hours per week and the schedule may be set to accommodate a parent who wishes to drop children off to school in the morning and pick them up at the end of the school day. Salary and benefits are negotiable. Please send resumes with references to parkhillpres@sbcglobal.net or to 3520 John F. Kennedy Boulevard, North Little Rock. Questions about the position may be e-mailed or by speaking with Gordon Garlington at 501-753-9533.