

Release Ministries is currently seeking a part-time Administrative Assistant. Applicants must embrace and support the Release Ministries Mission, Vision and Statement of Faith. Eligible candidates need to have excellent abilities in Quickbooks, Microsoft Word, Excel, Access and Outlook and an understanding of Publisher and Power Point.

Job responsibilities include but are not limited to:

Financials: AP, AR, GL, Reconciliation

General Payroll duties

General Human Resource duties

Coordinate Prayer Ministry

Applicant must have a general understanding of HIPAA regulations and a not-for-profit status.

Applicant must have a strong grasp of the English language for document review (Gov't grants, etc.). Must have a minimum of two years of experience – salary will depend on experience.

Please fax your resume to 402-457-7809. No phone calls please.

The right individual will by word and deed evidence a mature Christian faith; exhibit the highest of personal character virtues and values such as honesty, integrity, sound ethics and morals, trustworthiness and loyalty.