

**Office Manager**  
**First Presbyterian Church, Waterloo, Iowa**  
**Part-Time, 20 hrs. Per Week**

First Presbyterian Church of Waterloo is looking for an Office Manager to oversee the administrative and financial operation of the church office. Applicants need experience with financial records and must demonstrate a proficiency in computer skills and office management. In addition to office management, this person will also serve as a receptionist during office hours, answering the phone and door and welcoming guests of the church. This is a part-time position, 20 hours per week, Monday – Thursday 9:00 a.m. – 2:00 p.m. Interested applicants can contact Rev. Amy Wiles at [amy@1stpresby.org](mailto:amy@1stpresby.org).