

**Admin Assistant/Finance Secretary**

part time 15-20 hrs a week.  
must be able to work independently.  
Proficient with Microsoft Office products  
Quick Book experience very helpful.  
Wages based on experience

Send resume with references to  
[secretary@pecumc.org](mailto:secretary@pecumc.org) or  
PO Box 607, Pecatonica, IL 61063

Questions:  
Reach out to Shary Stelter  
[sharyhome@comcast.net](mailto:sharyhome@comcast.net)