

**The Branch at Mission Hills
Job Description
Part-Time Bookkeeper/Accountant**

Job Title: Church Bookkeeper/Accountant

Reports To: Chair of Finance Committee

Position Status: Part-Time; 10-15 hours per week on church property

Purpose:

To provide financial services to church members, Finance Committee, Personnel Committee and professional church staff.

Job Skills and Requirements:

1. A minimum of three years' experience as a bookkeeper using QuickBooks.
2. An associate degree in accounting from an accredited educational institution preferred.
3. Practical experience in fund-based accounting and account reconciliation.
4. A demonstrated Christian faith commitment.
5. Demonstrated proficiency in computer skills including MS Word, Excel and Access, and specific fund- based accounting software - QuickBooks.
6. Attention to detail and precision in account reconciliation and report generation.
7. A commitment to good interpersonal relationships, teamwork and support of church ministries.
8. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
9. Dependable attendance

Mail Resume to:

The Branch at Mission Hills

Ray Easterling

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Alabaster, AL. 35007

Or Email to:

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