



## **BOOKKEEPER**

Aldersgate United Methodist Church in Montgomery is looking for a part-time bookkeeper. This is an hourly position with flexible hours/work days up to 32 hours per week. The church is looking for someone possessing excellent bookkeeping skills. The purpose of this position is to administer church expenditures, payrolls, payables, file tax reports, withholdings, and originate monthly financial report as requested by church committees.

### Primary Duties:

1. Processing and submitting payroll financial documents
2. Proven ability to calculate, post, and manage accounting figures
3. Paying all incoming invoices in a timely manner
4. Entering weekly contributions to designated funds
5. Entering invoices submitted for payment into financial system
6. Preparing payables for mailing
7. Preparing weekly, monthly, quarterly, and annual financial reports
8. Preparing monthly, quarterly, and yearly payroll tax forms and make necessary deposits; preparing W-2s at year-end
9. Proven ability in E-filing required documents with the IRS
10. Preparing for annual financial audits
11. Participation in Aldersgate Leadership Council and other Team meetings

### Minimum Requirements:

1. Proven bookkeeping experience
2. Proficiency with computer hardware and software currently in use; MS Word, Excel, Access, Outlook, Peachtree Accounting, QuickBooks, and other management software (ProCare would be a plus)
3. Must possess strong administrative skills and the ability to work independently without supervision
4. Proficiency in the use of standard office tools (typewriter, computer, copy machine, postage meter, etc.)
5. Cordial and professional conduct and excellent interpersonal skills
6. A commitment to confidentiality of personal information of the congregation and staff

Please forward your resume and/or contact to:

Bill Haigler, Church Administrator  
Aldersgate United Methodist Church  
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Email Address: [bill@aldersgateumc.org](mailto:bill@aldersgateumc.org)