

About Building Church

Building Church (BC) is a dynamic, thriving church in north Alabama. Hundreds gather every weekend to hear the life-giving message of Jesus at our Madison location. BC is church plant #45 of ARC (Association of Related Churches). We are praying and actively looking into campus expansion in the near future and look forward to reaching more people for Jesus. Building Church is a hospitable environment with incredible individuals and families.

Mission: Tell everyone everywhere about Jesus.

Vision: Every person living a Jesus-first life, growing spiritually, and living missionally.

Values: Leadership, Excellence, Prayer, Unity, Stewardship, and Hospitality

About Madison / Huntsville and the HSV Region

Also known as the "Rocket City," Huntsville is the site of the U.S. Space and Rocket Center, NASA's Marshall Space Flight Center, and the United States Army Aviation and Missile Command. Complete with outdoor activities, shopping, restaurants, and minor league baseball (go Trash Pandas!) HSV is an exciting place for single adults and families. Our region is booming and quickly becoming one of the fastest growing regions in Alabama. According to the U.S. News & World Report, Huntsville ranks #1 to live in America right now!

Job Profile

The Bookkeeper will be responsible for managing routine financial transactions and contributing to the success of the church by providing important financial information to church leaders in a timely fashion.

This role is available as full-time or part-time. This position will report to the Executive Team.

Job Responsibilities

Essential Duties:

- Perform all financial bookkeeping functions for Building Church including managing bank accounts, accounts payable, and payroll
- Assure deposit of funds in a timely manner and reconcile to member accounts in church management system
- Maintain and assure reconciliation of receipts between on-line giving system and church management system
- Maintain and oversee use of credit cards by staff members
- Track employee work hours, process monthly payroll and submit all payroll tax reporting and payments on a timely basis
- Generate monthly financial reports and upon request, create special financial reports for Executive team.

Job Responsibilities (cont.)

- Process year-end giving reports for all donors
- Work with Operations Director to develop departmental budgets
- Communicate with department heads monthly regarding budget status
- Serve as point of contact with banking matters and insurance matters
- Support other ministry team's financial needs and requests
- Order weekly supplies for church operations
- Complete new hire paperwork and on-boarding procedures
- Work with the BC organizational calendar to help ensure proper event execution and budget compliance.

Knowledge, Skills, and Abilities

- Bachelor's Degree in Accounting/Finance /Business or minimum 5 years accounting experience (non-profit a plus)
- Good communication skills (written and verbal) in relation to staff, members, outside Contractors, vendors, and others
- Time management skills in order to meet strict reporting deadlines
- Experience and proficiency in Quickbooks, Microsoft Excel and Microsoft Word

Faith-Based Qualifications:

- A personal relationship with Jesus Christ
- Agreement with Building Church core values and core beliefs

Work Conditions

Environment

- Repetitive keyboard and mouse movements required
- Local travel may be required.

Hours

Primary work hours are:

- Tuesday-Friday: negotiable times

Hours may be adjusted, as needed, for special events or needs.

This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other duties requested by their supervisor.