Bookkeeper Job Posting:

The Unitarian Universalist Church of Huntsville (UUCH) is a thriving progressive congregation in Huntsville Alabama with around 150 members. The congregation is seeking a collaborative and detail oriented bookkeeper to support our congregation's ongoing financial health.

The Bookkeeper is a part time employee position, with an estimated 10 hours a week. The job would begin once a candidate is found, ideally starting around July 1, 2024.

Responsibilities:

Bookkeeping:

- Paying attention to detail to make sure all financial records are up to date and accurate.
- Creating ledger entries for all deposits, reimbursements, vendor payments, and payroll.
- Working with CDM+, our church financial system. (Training will be provided)
- Maintaining supporting documents for all church financial activity.
- Preparing monthly, quarterly, and annual financial reports—including tax deduction notices for
  contributors, pledge totals, balance sheets, etc.

Finance Committee:

- Working directly with the Finance Committee and Minister on the church's current financial situation and long-term financial strategy.
- Providing regular updates and being present to answer questions at Finance Committee meetings, typically Thursday evenings.

Qualifications:

- High School Diploma required. A Bachelor's Degree in Business, Management, or Finance or equivalent experience is preferred.
- Proficiency in basic accounting principles such as debits and credits, reconciliation, and financial reporting. Experience with Church Financial systems, and our software system, CDM+ is an asset.
- Ability to maintain accurate financial records and follow established reporting procedures.
- Ability to effectively communicate financial information to church leadership, staff, and volunteers.
- Willingness to be background checked.

Position Details and Compensation:

- This is a part time employee position. Compensation is $22/hr with up to 10 hrs/week.
- The bookkeeper is welcome to do most work remotely, but must be able to do some work (deposits, check writing, etc.) on site or at our church financial institutions.
- No additional benefits are offered for this position.

Application Process
Please send a cover letter and resume to Rev. Jaimie Dingus at minister@uuch.com.

UUCH does not discriminate on account of race, color, gender, sexual orientation, gender expression, age, disability, class or ethnicity. In addition, we take promotion of diversity into account when choosing among well-qualified candidates.