

## Vacancy Announcement

### Church Office Manager (25 to 30 hours/week)

An ELCA Lutheran Church in Huntsville, AL has an immediate vacancy for a skilled, focused Office Manager. The Office Manager is responsible for communications, basic accounting functions and record keeping, document creation, ordering supplies, and other administrative support functions. The ideal candidate will have a minimum of 3 years of experience in a related role.

#### *REQUIRED QUALIFICATIONS AND SKILLS:*

- Educational attainment: Minimum of High School Diploma, GED, or equivalent.
- Experience with Microsoft Office Products (Word, Excel, PowerPoint, Publisher).
- Experience with simple database input.
- Experience with reconciliation of various financial accounts.
- Experience with payroll, employee/employer taxes, withholdings, etc.
- Knowledge of simple fund accounting procedures.
- Knowledge of accounts payable.
- Focused attention to detail.
- Self-motivated and reliable.
- Works well in a team environment.
- Ability to provide a welcoming presence for congregation and visitors.

Salary: Range of \$17 to \$20 per hour, based on commensurate experience.

Work Schedule: To be developed in concert with church office personnel.

Work Location: One

Work Remotely: No

Applications consisting of cover letter and current resume should be emailed to: [hsvchurch@gmail.com](mailto:hsvchurch@gmail.com). Submissions should be received no later than October 15, 2021.