



Captivating generations with the satisfying gospel of Jesus Christ.

Alliance Bible Church in Mequon is looking for the right person to join our office team. We are a growing church with a desire to have the gospel captivate the lives of our community. We work as a team in the office to handle all the general needs such as mail, email, paying bills, scheduling building usage, helping plan and market events, and assisting volunteers and the staff.

We are looking for someone who is organized, and detail oriented who has competency with both numbers and people. This person would create spreadsheets and attractive Word documents. This person would do light bookkeeping, writing checks, counting money, making basic financial reports, and looking over billing information. The right candidate should be comfortable working on updating our database and helping revise policy documents and manuals. We would also love someone who also brings a positive energy that fits well with our team. Please e-mail us (dwiley@myabc.church) with a resume and a brief description of yourself and then we will schedule an in-person interview with top candidates. Thanks!

Job Specifications

- Flexible scheduling depending on your needs
- Part time hours between 15-25 per week
- Mornings or afternoons Monday-Thursday
- Occasional Sundays during church services
- Pay starts at \$14-\$16 per hour DOE

Qualifications

- Desire to carry out the church vision
- Experience with QuickBooks/accounting software
- Proficiency in Microsoft Office and Excel
- Demonstrates good verbal and written communication skills
- Ability to multitask and prioritize