

EMPLOYMENT APPLICATION

POSITION: **FULL-TIME BOOKKEEPER**

NAME: _____

ADDRESS: _____

PHONE: _____

NUMBER OF YEARS ATTENDING FAITH CHAPEL: _____

MEMBER OF FAITH CHAPEL? _____ YES _____ NO

CURRENT AND PREVIOUS SERVICE TO THE CHURCH:

ACCOUNTING / BOOKKEEPING EXPERIENCE:

COMPUTER EXPERIENCE:

YOUR EVALUATION OF YOUR COMMUNICATION & RELATIONAL SKILLS:

MOST RECENT EMPLOYMENT HISTORY: (Please attach a résumé)

Company/Position	Employment Dates:	Reason for Leaving

EDUCATION:

REFERENCES: (Please list three)

_____ / _____	_____ / _____
Name	Daytime Phone number
_____ / _____	_____ / _____
Name	Daytime Phone number
_____ / _____	_____ / _____
Name	Daytime Phone number

JOB REQUIREMENTS

1. A servant's heart towards both the Church and the Lord.
2. 3 to 5 years recent experience processing payroll, accounts payable & accounts receivable using QuickBooks, Peachtree or equivalent software and preparing quarterly payroll reports.
3. Skill in applying generally accepted accounting principles.
4. Intermediate to advanced skills with Microsoft Excel.
5. Microsoft Word, Outlook and 10-key proficiency
6. Capable of organizing and managing details well.
7. Communicate well verbally and in writing.
8. Able to carry out assignments without direct supervision.
9. Maintain spiritual, moral and physical standards pleasing to the Lord.

Please return your completed application and résumé to the Information Center
or
mail them to:

Faith Chapel
Attn: Nancy Pederson
P.O. Box 20674
Billings, MT 59104

APPLICATION DEADLINE IS MARCH 15, 2010