



## **BOOKKEEPER**

### **Overview**

The Bookkeeper assists the Director of Business Operations with financial duties. This is a part time position averaging 15 to 18 hours per week.

### **Qualifications**

- Believer in Jesus Christ as Lord and Savior and committed to the doctrine, mission, values, and bylaws of Faith Church
- Committed to honoring the confidentiality of sensitive financial information
- Strong computer skills, including familiarity with accounting software, database tools and other related software
- Organizational and communication skills
- Attention to detail and accuracy
- Ability to complete assigned tasks in a timely manner with minimal supervision

### **Responsibilities**

Duties include, but not limited to:

- Process designations and donor contributions, including automatic monthly donations
- Prepare deposits, conduct banking
- Prepare weekly A/P disbursements from approved vouchers and blanket authorizations
- Prepare monthly A/P disbursement for credit card payment from approved vouchers
- Perform monthly copier and postage distribution among ministries
- Monitor and collect employee personal postage and copy charges
- Follow up on outstanding checks over 60 days from issuance
- Assist in coordination of annual budget process as needed
- Assist in preparing for audits and financial reviews as needed
- Assist in preparation of Annual Financial Reports as needed
- Share responsibilities with other administrative staff as assigned

### **Relationships**

- Directly accountable to Director of Business Operations
- Interacts regularly with staff and members to facilitate effective ministry