

Bookkeeper Job Description

JOB HOURS: Monday-Thursday 9am - 3pm

REPORTS TO: Controller

PURPOSE: Provide basic bookkeeping services and administrative assistance for the organization

EXPERIENCE/SKILLS: At least one year of effective and relevant work experience

AREAS OF RESPONSIBILITY:

A. Spiritual

1. Maintain close, growing relationship with Jesus Christ.

B. Bookkeeping

1. Process donations received by checks, cash and direct deposits, recording each donation in Quickbooks and Civi database.
2. Process bank deposits
3. Process and pay all bills
4. Reconcile company debit and credit card accounts
5. Keep accounting files current
6. Keep all payment voucher forms for employees current
7. Keep all deposit voucher forms for accounting department current
8. Keep all vehicle licensing and insurance for FEI vehicles current
9. Create and mail year-end receipt letters to donors with oversight from Controller
10. Maintain balance in bulk mail account and petty cash box
11. Maintain Employer Matching Fund and Initiating Donor accounts and donations
12. Prepare and send receipt letters for all donations
13. Prepare and send Welcome Series list each week

C. Qualifications

- a. Proficient in QuickBooks and Excel
- b. Basic accounting knowledge
- c. General knowledge of Microsoft Office Suite
- d. Detail oriented, strong organizational skills, ability to multi-task and prioritize
- e. Ability to work as part of a team
- f. Strong interpersonal and communication skills
- g. Able to carry out routine tasks promptly and efficiently
- h. Pleasant, professional phone manner