

Bookkeeper

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: Bookkeeper
Department: Finance

FLSA Status: Non-Exempt
Reports to: CFO

Position Summary: To ensure the integrity of the financial information of the church by making sure that all contribution and other receipts and all disbursements to employees and vendors are made in accordance with the accounting policies and procedures of the church. To lead the month-end close and other areas of accounting as deemed necessary. Responsible for maintaining the people management system of Touchpoint Church Management Software.

Essential Skills & Experience:

- Proven track record of working well in a team environment.
- A record of consistent, high-level performance.
- Strong written and verbal communication skills.
- Demonstrated ability to multi-task and prioritize workflow.
- A basic understanding of general ledger accounting.
- Computer proficiency; proficiency in the following software – Excel, Microsoft Word and Outlook – proficiency in ACS a very big plus.
- Touch 10-key proficiency.
- Very organized and a logical thinker.

Position Responsibilities:

- Process contributions and miscellaneous receipts and report results to the CFO each week. Prepare bank deposit.
- Process accounts payable once a week, ensuring proper approval and accuracy of check requests. Reconcile medical, LTD, Life Insurance, Medical Insurance, FSA & dental bills prior to payment.
- Process payroll twice a month (15th and 30th); ensure receipt of timecards and review for accuracy; review and verify payroll received from payroll service prior to distribution. Field employee payroll questions. Update compensation schedule as needed.

- Lead month end close including preparing and entering journal entries. Reconcile balance sheet accounts, including but not limited to all accounts receivable and accounts payable accounts. Prepare bank reconciliation once a month; prepare journal entries needed from bank reconciliation.
- Assist ministries with questions concerning their accounts and reports.
- Prepare quarterly and annual giving statements for all contributors.
- Serve as a Touchpoint Software Administrator.

Markers of an Ideal Candidate:

- A detail-oriented team player who exhibits professionalism, patience, and a “people-first” attitude.
- Exhibits adaptive resiliency.
- Leads from humility.
- Team oriented and willing to sacrifice self for the mission.
- Discretion and trustworthiness is a must, because of access to sensitive and/or confidential information.
- Accounting/bookkeeping training and two years accounting experience.
- Church experience helpful.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to perform in the position. Rather, they are intended only to describe the general nature of the role and specific responsibilities.