



Job Description Bookkeeper

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

SUMMARY/OBJECTIVE: The part-time Bookkeeper position will provide support for the Finance office. The primary focus of the position will be the reconciliation of and corresponding journal entries for selected accounts. The part-time Bookkeeper will also provide basic financial analysis for selected accounts as needed. This position will also provide additional support to the Finance office by maintaining filing of current month work as well as prior year file maintenance. Though the position is flexible, additional hours of support may be needed during special events and the annual audit.

REPORTS TO: Chief Financial Officer

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Finance

SUPERVISES: None

SCHEDULE: The schedule for this position is very flexible. The part-time Bookkeeper will work an average of 10-20 hours per month as needed. The day of the week may vary depending on the Bookkeeper's personal schedule. Occasionally, due to special events or time constraints of the financial cycle, a specific day may be needed but this will be agreed upon in advance.

ESSENTIAL FUNCTIONS:

- Exemplifies a vibrant Christian faith personally and professionally. The individual fulfilling this role will protect the credibility of the Bethel Bible Village mission by complying with the Bethel Bible Village Standard of Conduct, setting an example, in words and actions that is consistent with the values and beliefs of Bethel Bible Village.
- Monthly journal entries such as donations, bank and credit card processing fees, lease receipts/allocation, Title I receipts/invoices, etc.

- Monthly bank reconciliations of all operating accounts.
- Monthly reconciliation of assigned GL accounts.
- Monthly update/brief analysis of above accounts (written analysis as needed).
- Provide additional support as requested and as time constraints allow.

MINIMUM REQUIREMENTS:

Spiritual: Be an active participating Christian in a local church congregation.

Education/Experience: Minimum of Associates degree in Accounting or Business, or 3 years of experience.

Specific Skills/Requirements: Effective oral and written communication skills; excellent interpersonal skills required. Solid knowledge in business, finance, and accounting is required.

Specialized Knowledge, Licenses, etc.: Knowledge of generally accepted accounting principles.

PHYSICAL REQUIREMENTS: This job operates in a professional office environment using standard office equipment such as computers, phones, fax/copiers, and filing cabinets. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand; walk; sit; use hands; reach with hands and arms; balance; talk or hear. This is largely a sedentary role.

OTHER DUTIES:

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.