

## **VOLUNTEER**

## **BOOKKEEPER**

Directly support the Finance Manager in all areas of financial record keeping and accounting for the organization.

Maintain accurate records for accounts payable, accounts receivable, billing, expenses, and bank and general ledger reconciliation.

Research and follow applicable guidelines relating to the accurate reporting of income and expenses.

### **Serving with -**

The Bookkeeper will be a staff member on the Administrative Team.

The Bookkeeper will report to the Finance Manager.

The Finance Manager will report to the Administrative Team Leader who reports to the Director.

### **Details**

The Bookkeeper will stay organized and on top of bookkeeping and accounting responsibilities. Using their personal computer from home, the Bookkeeper will maintain software provided by Planting Roots to input, track and evaluate financial information. This information will be used for paperwork needed by the government, the Board of Directors and the Staff, as determined by the Comptroller. Working closely with Finance Manager and/or Board Treasurer, the Bookkeeper will be responsible for creating monthly, quarterly and annual financial reports, as well as assisting Senior Staff members in budget management.

### **Qualifications and Skills**

Organizational ability. Proficiency in basic computer use and basic Excel and Quick Books.

Ability to work with others on the Administrative Team, most closely with the Finance Manager and/or Board Treasurer, and other members of the staff and board. Additionally, staff members are expected to maintain a growing relationship with Jesus Christ and follow His leading in this ministry to reach women in the military community.