



Bookkeeper

Job Description

This position is a paid position.

Purpose of Position

The Bookkeeper is responsible for the financial health of Shepherd's Heart Fellowship. Producing financial reports and developing strategies based on financial research. Guiding the Financial Task Force in making sound business decisions in the long and short term. The Bookkeeper also coordinates the intake and processing of donations made to the church and reports numbers to the fundraiser. Hours are approx. 10 hours per week and reports directly to the Rector.

Business/Human Resource Responsibilities

1. The Bookkeeper works with Bookminders weekly to facilitate the day-to-day business of fiscal responsibility. This includes overseeing the payment of bills, reimbursements, and the issuing of checks. Sign checks for purchases. Track and manage Petty Cash; Send out and track monthly invoices.
2. Meets and gives input with the Financial Task Force monthly.
3. Meets with auditors on site annually. Prepare for this meeting by keeping up with reporting and meet monthly with Financial Task Force for review.
4. Keep current on policies that affect church finances and alert staff; Bookkeeper should practice policies that align compliance with local, state and federal laws covering nonprofit reporting responsibilities.
5. Enter and keep track of Donations using Donor Perfect. Deposit checks in bank; Send out annual donor giving receipts; Be prepared to give donation reports and analysis to fundraiser.
6. Run payroll by collecting time cards from hourly employees, submit payroll with Paychex.
7. Be prepared to give donation reports to fundraiser.
8. Review monthly bank statements.

Expectations

1. The Bookkeeper is to have a real relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief should be lived out in such a way that it is obvious and real to those in the leadership of Shepherd's Heart and the church family.
2. The Bookkeeper is to be a team player of Shepherd's Heart Fellowship. The Bookkeeper will recognize that working with a team is essential to successful ministry. It is expected that he/she work closely with other staff members and volunteers.
3. The Bookkeeper will be disciplined and diligent with his/her time, keeping a balance between home and work.
4. The Bookkeeper is to spend time throughout the year developing his/her skills in ministry, developing his/her character, and sharpening his/her knowledge and understanding in ministering to people while fulfilling his/her role as Bookkeeper.
5. Professional review and development should occur through honest and ongoing feedback. Deliberate and meaningful conversations are expected with the Rector on at least a weekly basis and periodically with the Senior Warden.

Requirements

1. Proven experience as a bookkeeper, financial and/or donations manager or relevant role.
2. Outstanding communication and interpersonal abilities.
3. Excellent organizational and leadership skills.
4. Familiarity with office management procedures and basic accounting principles.
5. Excellent knowledge of MS Office and Quickbooks; Knowledge of payroll software (e.g., ADP) and donor software (e.g., Donor Perfect) is a plus! Aptitude for learning new software.
6. BS/BA in finance or accounting (preferred) or relevant field or relevant experience.
7. Has and maintains a relationship with Jesus and is willing to operate in the love and gifts given by God.
8. Experience serving the poor and homeless and an understanding of the social, psychological and spiritual needs of this population is a plus.