



## JOB DESCRIPTION

**JOB TITLE:** Bookkeeper

**CLASSIFICATION:** Volunteer

**POSITION SUMMARY:** This position works with the CPA, the Director of Operations and the Donations Processor to make sure that all FFICM financial information is properly entered, categorized, and managed.

**REPORTS TO:** Director of Operations.

### ESSENTIAL FUNCTIONS:

1. Monthly payroll processing.
2. Filing and organizing finance related documents.
3. Reviewing the work that the Donations Processor for accuracy.
4. Running financial reports as needed.
5. Assisting with taking over the role of the Donations Processor when that person is out of town or needs a break.
6. Assisting with preparation and sending of annual donor contribution statements.
7. Assisting with gathering information for the preparation of the 990 and compiled financial statements each year.
8. Entering receipts from overseas as needed and matching grant request budgets with reported expenses.
9. Professional development would include keeping aware of best practices from the ECFA and other resources.

### EDUCATION AND EXPERIENCE:

1. Bookkeeping knowledge or experience helpful.
2. Basic computer proficiency required.

### PERSONAL SKILLS AND QUALIFICATIONS:

1. Agreement with the FFICM Statement of Faith.
2. A solid and growing relationship with Jesus Christ.
3. Willing to abide by confidentiality agreement.
4. Willing to be a team player.

### PHYSICAL REQUIREMENTS:

1. Good eyesight.
2. Attention to details.