

Title: Bookkeeper

Classification: Nonexempt, Hourly, Administrative

Hours: up to 30 hours per week

Reports To: Finance Director

Job Summary

The bookkeeper will serve at the Rivertree Cove Campus by supporting administrative functions in the areas of bookkeeping and data entry.

Job Qualifications

- A disciple of Christ who desires to make much of Him by serving in this position.
- A heart for people and a servant's attitude in stewarding the resources of the church.
- Bachelor's degree in accounting or human resources is preferred.
- At least 3 years of experience in a related field is preferred.
- Gifted and experienced in administration and organization.
- Working knowledge of accounting principles: proficiency needed in Excel and Tsheets. Proficiency in ShelbyNext is preferred but not required.
- Must be attentive to details.
- Demonstrated ability to maintain confidentiality.

Job Responsibilities

- Accounts payable: Process check requests, maintain communication with our various ministries, vendors, and partners.
- Accounts receivable: Enter physical contributions into Planning Center and post daily deposits into ShelbyNext.
- Each Monday, count contributions with a team member, maintain receipts and take physical deposit to the bank.
- Weekly reporting of preschool tuition and registration payments to Treeschool Director.
- Assist in maintaining a digital filing system.
- Assist Missions Pastor with monthly reporting of designated funds as well as support coming in for mission trips, and reconciling expenses.
- Assist with contribution statements quarterly.
- Assist with the reporting and gathering of information for audits and/or benefit management.
- Provide Weekly Receipts to the Trustees.
- Backup support: for Payroll, 941, state payroll tax deposits, and Bank Reconciliation.
- Other duties as assigned.

Job Conditions

- Job involves stress related to growth and changes in work environment.
- Work includes lengthy periods at computer and workstation, multiple disruptions to workflow.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related

instructions and to perform any other job-related duties required by their supervisor. This document provides an overview of the position currently available. It is not an employment contract.

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