

worship 24/7

Bookkeeper – Part Time

POSITION DESCRIPTION

The work of the Bookkeeper involves all necessary tasks associated with the financial tracking and operations of Worship 24/7.

RESPONSIBILITIES OF THE POSITION

Bookkeeper responsibilities include, but are not limited to:

- Utilize QuickBooks Online to maintain accounting records.
- Maintain and submit payroll through Intuit Payroll
- Monitor cash flow
- Reconcile checking and Savings accounts monthly
- Match and reconcile donor gifts to deposits in bank and Bloomerang (Our CRM)
- Record and track Classes to track profitability
- Monitoring financial systems necessary for the profitability of the company.
- Create and audit monthly financials for President and Board
- Document financial policies so the team clearly understands
- Provide a quarterly written evaluation on bookkeeping processes and systems being utilized with list of recommendations to make more efficient.
- Help create, document and monitor budget
- Maintain necessary internal controls to maintain fiscal integrity
- Monitor expenses
- Provide all necessary documentation to Tax CPA
- Creation and filing of YE 1099's

Learning and Development

- Stay current on all necessary software – training covered by company
- Other tasks as required and/or assigned by the President

The Admin responsibilities include:

- Maintain furniture and equipment list for WA County property tax report
- Maintain and update health insurance and business property & liability insurance
- Coordinate registration in states for business and charitable purposes as company grows
- Filing of state required forms
- Coordinate with transferring signal leases, utilities and insurance with new signals acquired
- SAIF Audits
- Filing of Annual Reports for 247 Media Ministries
- Creating and filing of 1099s at YE

TO QUALIFY FOR THIS POSITION YOU MUST BE:

- Highly organized
- Enthusiastic
- Friendly
- Diplomatic
- Diligent
- Professional demeanor
- Self-motivated

SKILLS NEEDED FOR THE POSITION

- A growing mastery of QuickBooks Pro
- Proficiency in Microsoft Office
- An understanding of payroll processes
- Ability to evaluate financial reports and make recommendations based on the information
- Ability to develop, implement, and evaluate internal systems for greater efficiency and profitability
- Clear and concise communication – on phone, through electronic methods, and interpersonally

EXPERIENCE REQUIREMENTS

- Minimum one year experience in an office environment as a full charge bookkeeper

EDUCATION REQUIREMENTS

- Bachelor's degree

HIRING REQUIREMENTS

- Three references, including:

- Name of supervisor in last three jobs
- Contact Information for each reference
- Job history for the last ten years, including dates of employment
- Salary desired

Pay range for this position is based on initial qualifications and experience.

This is a part-time position of a minimum 25 hours per week. We highly value our company culture, so this position is not remote. We are expecting this person to work 4 or 5 days a week from our offices in Wilsonville, Oregon.