



working copy: 3/30/21

Job Description

Bookkeeper

General Summary and Objectives:

Coordinates all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, donation processing and grants administration. Responsibilities also include production of financial reports, bank reconciliation, proper maintenance of accounting records; accurate processing of financial transactions and administration of a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the ministries reported results. Comply with generally accepted accounting principles (GAAP) and adhere to grants management standards.

- **Reports to:** **Executive Director (ED)**
- **Supervises:** **Data Entry Volunteers**
- **Status:** **Part-Time**
- **Anticipated Hours:** **5 hours a week**
- **Evaluation:** **Annually**

Qualifications:

Bachelor's degree in business, accounting, or finance.

Minimum of 5 years of finance and accounting experience.

Solid experience in coordinating audit activities, managing reporting, accounts payable and receivable and general ledger.

Nonprofit experience, with experience with fund/grants accounting preferred.

Proficiency with QuickBooks, Word, and Excel skills.

Excellent verbal and written communication skills and the ability to interact effectively with staff, volunteers, donors and vendors.

Job Duties and Responsibilities

Provide leadership to finance and accounting areas of the ministry.

Provide useful financial insights to help the ministry better plan and make the best financial decisions.

Maintain the chart of accounts and annual budgets.

Prepare and analyze accurate monthly financial reports including income statement and balance sheet.

Prepare quarterly donation reports, ad hoc reports as requested by Executive Director and annual donor statements.

Maintain contact details for donors.

Accurately process all financial transactions including but not limited to processing donations and accounts payable.

Performs monthly bank reconciliation.

Communicate and Coordinate with the ministry's Accountant in preparation of the annual 990 report and the annual reporting to the Ohio Office of Attorney General.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

I have received a copy of this complete job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Employee _____
(Signature)

Date _____

Employer _____
(Signature)

Date _____

Title _____