

Open Door

Bookkeeper Job Description

JOB TITLE: Bookkeeper

DEPARTMENT: Administration

REPORTS TO: Operations/HR Director

STATUS: PT 15-20 hours
Non-Exempt

SUMMARY OF POSITION: The Bookkeeper will be responsible to pay bills, work with the payroll company, prepare government forms and maintain all financial records for the organization, run reports, manage insurance, etc.

DUTIES AND RESPONSIBILITIES:

- Work with CEO and Treasurer regularly.
- General bookkeeping responsibilities.
- Accounts payable
- Insurance related issues
- Maintain records of financial transactions by establishing chart of accounts.
- Maintain general ledger by transferring subsidiary account summaries.
- Maintain separation of program expenses by class
- Balance general ledger by preparing a trial balance; reconciling entries.
- Maintain historical records by filing documents.
- Maintain subsidiary accounts by verifying, allocating, and posting transactions.
- Balance subsidiary accounts by reconciling entries.
- Send cash, checks, or other forms of payment to the bank.
- Post debits and credits.
- Post details of transactions, total accounts, and compute interest charges.
- Manage relationship with payroll company
- Manage insurance coverage
- Responsible for deposits, balancing statements, payroll and monthly board reports.
- Responsible for preparing government forms as needed.
- Establish accounting procedures and schedules that will help the team to run more effectively.

ESSENTIAL SKILLS:

1. Prior experience developing standards, analyzing information, dealing with complexity, reporting research results, data entry skills, general accounting, attention to detail, confidentiality, thoroughness and the ability to work independently.
2. Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
3. Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life-transformation.
4. Demonstrates a courteous and Christ-like manner with internal and external partners.
5. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
6. Committed to serving the poor and homeless.
7. Presents a history of stable and responsible employment.
8. Possesses excellent skills in oral and written English communications.

9. Must be detailed, deadline oriented, and comfortable managing multiple projects within tight schedules.
10. Possesses the ability to work effectively with others in a positive, cooperative manner.
11. Willingly signs a confidentiality agreement.
12. Must be in agreement with the goals and objectives of The Open Door Mission.
13. Proficient with Quick Books, MS Office – especially Excel.

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)

Works in office areas as well as throughout the facility. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion. Infrequent light physical effort required.

QUALIFICATIONS:

- **Analytical** with attention to detail.
- **Integrity** and ethics of the highest degree.
- **Relational** in all types of business cultures and with fellow team members.
- **Organized** in time management and in record keeping.
- **Problem solver** and solution oriented.

EDUCATION/EXPERIENCE:

Possesses a college degree or career experience in business or accounting.
Experience in non-profit fund accounting.

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature

Printed Name

Date