



POSITION DESCRIPTION: Bookkeeper

POSITION SUMMARY

Highrock Church is seeking a qualified individual to help manage information in our giving platforms and accounting systems. The Bookkeeper is responsible for recording and maintaining Highrock's financial transactions (such as gift entry, expenses, invoices, payments, cash receipts, pledges, etc.) as well as report creation from that information. The Bookkeeper will also be responsible for reconciling accounts to ensure their accuracy.

In addition to the technical skills required for this position, we desire all applicants to demonstrate strong character, be excited about the vision/mission of Highrock, and be a Christian. Our ideal candidate will possess an exceptional eye for detail, will be reliable and consistent, and will value the opportunity to learn, grow, and develop. We will consider candidates interested in a part time (20hr/week) or full time (40hr/week) position and exact hours will be determined with the candidate during the hiring process.

SUPERVISOR: Director of Finance

HOURS: Full Time or Part Time

PRINCIPAL RESPONSIBILITIES

- Pay supplier invoices in a timely manner
- Issue invoices
- Record cash receipts and make bank deposits
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Categorize expenses into budget classes
- Assemble information to keep staff aware of their ministry's YTD finances
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Calculate variances from the budget and report significant issues the Director of Finance
- Comply with local, state, and federal government reporting requirements
- Process payroll in a timely manner
- Provide clerical and administrative support to pastors and ministry directors as requested
- Follow accounting policies and procedures
- Purchase supplies and equipment as authorized by management
- Monitor office supply levels and reorder as necessary

PROFESSIONAL QUALIFICATIONS

The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the Quickbooks accounting software package. Candidates should be very detail oriented.

ADDITIONAL QUALIFICATIONS

- Exceptional attention to detail
- Ability to prioritize multiple tasks and achieve deadlines
- Must value high level of discretion in working with giving records
- Able to prioritize workload in the absence of specific direction
- Ability to use independent judgment and discretion in decision-making
- Strong organizational skills and the ability to work in a high-volume environment
- Energetic self-starter who thrives in a team-based environment
- Excellent computer and typing skills

TO APPLY, PLEASE SEND COVER LETTER AND RÉSUMÉ TO:

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