



~ Assisting You In Ministry! ~

Website: [www.hm.org](http://www.hm.org)

Phone: (610) 287-4250

229 Gerloff Road, Schwenksville, PA 19473-1743

E-Mail: [sspacek@hm.org](mailto:sspacek@hm.org)

## **Bookkeeper Job Description**

### **Purpose**

The Bookkeeper, as a part-time position, shall perform various financial and accounting functions and maintain accurate and timely records of all financial transactions.

### **Relationships**

The Bookkeeper is directly accountable to, and under the supervision of the Executive Director and is ultimately accountable to the Board of Directors.

### **Requirements**

- The person must be a mature born-again believer who has placed his or her faith in Jesus Christ as Lord and Savior and demonstrate a godly life.
- A commitment to Help Ministries, its purpose, philosophy of ministry, and doctrinal position.
- Diligent, dependable, responsible, a high degree of confidentiality, discernment in sensitive situations, integrity, teachable, and the heart of a servant.
- Meticulous, accurate, detailed oriented, and analytical (review and decipher information for varied purposes).
- Organizational skills and a strong attention to details.
- An understanding of cash and fund accounting (understanding the “big” picture).
- Proficient in computer skills.
- Willingness to learn and develop any additional skills which may be required.

### **Responsibilities**

The following general responsibilities are required. More specific responsibilities will be defined as duties require.

- Donor Receipt Processing
- Make Bank Deposits
- Maintain the General Ledger
- Accounts Payable
- Review and Reconciling Bank Statements
- Online Banking Procedures
- Process Support Documents and Checks
- File Required Tax Forms and Reports
- Prepare Financial Reports
- File and Archive Financial Records
- Preferably processing forms 941 and 990