



7500 N Millbrook Ave. – Fresno, CA 93720 – 559.435.0190

Bookkeeper
JOB DESCRIPTION

POSITION TITLE: Bookkeeper
REPORTS TO: Office Manager
EMPLOYMENT STATUS: Part-Time

SUMMARY

The Bookkeeper is responsible for keeping the Church's financial records as well as all corporate documents and any correspondence with state or federal government agencies. He/she will maintain accurate and timely records and will prepare related forms and reports for both internal and external dissemination. This person will make all checks for signature by the proper authorities while ensuring that the church's finances are handled by legal, ethical, and biblical standards.

SPIRITUAL & CHARACTER QUALIFICATIONS

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Natural catalyst with a high sense of urgency, drive, and energy
- Excellent interpersonal skills
- Have a teachable & humble spirit and be willing to be held accountable
- Strong verbal and written communication skills
- High ability to handle confidential information
- Must be spiritually mature with a growing knowledge of Scripture, a passion for ministry, an active prayer life, and boldness for sharing faith as opportunities arise
- Increasing in the fruits of the Spirit (Galatians 5:22-23)
- All staff members are expected to model flexibility, a willingness to take part in church activities and initiatives that may be outside their normal day-to-day responsibilities and to model servant-leadership in their positions at all times
- Be a member of Riverpark Bible Church or pursuing membership

ADMINISTRATIVE:

- Provide correspondence in person, telephone, fax, or written letter in regards to finances
- Properly file physical and electronic documents
- Maintain multiple accounts
- Receive and deposit weekly tithe offerings
- Review, pay bills, and other expenses
- Manage all financial processes (i.e. Purchasing, expense reimbursement, petty cash, and check requests)
- Good time management

DEVELOPMENT & COACHING

- The desire to grow and fellowship with office staff
- Be an effective communicator with the office and pastoral staff

OTHER RESPONSIBILITIES

- Participate in weekend worship services, church events, staff initiatives and other church life activities
- Miscellaneous duties as assigned

COMPETENCY

- Teachable, with an understanding of personal strengths and weaknesses
- Demonstrates initiative, creativity, ownership and excellence in their position
- Demonstrate the ability to handle confidential information. Able to withstand the pressures of staff responsibilities

CHEMISTRY

- Must be committed to the local church and active in building community (Acts 2:42-47)
- Must demonstrate an ability to relate and work efficiently with fellow staff members and volunteers

CAPACITY

- Must be highly motivated and action-oriented; have a strong work ethic; be a get-it-done kind of person
- Must be willing to put in the agreed upon hours while maintaining a healthy personal and family life

QUALIFICATIONS AND EXPERIENCE

- Strong clerical skills
- Exhibit a working knowledge of and ability to learn new software:
 - Quickbooks
 - Microsoft Office products (Word, PowerPoint, Excel, etc.)
 - Church Database Management Program (Simple Church)

Compensation: commensurate with experience/qualifications

This job description is subject to annual review and revision.