



## Bookkeeper | Job Description

**GOAL** | Assist the Accountant providing oversight and control of financial and business operations

<p><b>TIME COMMITMENT</b>          Full-time (40 hours), support level, hourly          Weekly staff meetings          Reports to Accountant          Coordinate with all other Staff          Coordinate with the Finance Committee</p>	<p><b>QUALIFICATIONS</b>          Mature and growing Christian          Efficient in Quickbooks Online and Intuit Payroll          Experienced at MS Office and Excel          Ability to learn new software programs          Organized, detailed, accurate          Confidential and thorough          Committed to achieving the goals of Trinity          Clear record on background check</p>
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### Contributions

- Coordinate procedures and review handling of all church related income.
- Process the weekly contributions for all funds.
- Process deposits for mission trips / retreats / special offerings, etc.

### Expenditures

- Process all church related expenditures.
- Reconcile monthly staff credit card statements.
- Ensure distribution of payment to vendors.
- Allocate bi-weekly and monthly payroll in QuickBooks.
- Provide monthly reports to New City Counseling.
- Coordinate with Diaconate for monthly Mercy giving.

### Finance Administration

- Provide assistance to the Managing Director as needed.
- Miscellaneous banking requirements.
- Provide various financial reports as requested by staff.
- Human Resources paperwork and functions as needed.