



Bookkeeper

Objective: To assist with the management of income and expenditures in a timely, accurate, and ethical manner that minimizes transactional costs in order to maximize use of donor funds for transformational mission services, enhancing the organization's credibility with donors and vendors.

A. General Functions:

1. Lead finance team ensuring all volunteers have adequate training and support needed to accomplish their function.
2. Ensure all accounts payable and accounts receivable are performed accurately and in a timely manner.
3. Ensure timely and accurate monthly reconciliation
4. Interface with all bank and Credit Card accounts
5. Assist with manage Credit Card processing services
6. Assist where needed with managing vendor relationships
7. Assist with all financial reporting and analysis including weekly report to CEO
8. Oversee finance teams complete and accurate donor account maintenance within database
9. Assist with annual budget development if needed
10. Assist with on time and accurate tax filings and audit execution
11. Assist with management of billing for Optimize software customers
12. Finance Team leader – ensure all volunteers have adequate training and support needed to accomplish their functions related to payables and receivables

B. Human Resources:

1. Assist with payroll processing
2. Assist with documentation of onboarding new staff

C. Position Characteristics:

1. Highly organized with balanced attention to detail
2. Team Player – ability to work with others and do whatever is required to enable the team accomplish the mission
3. Relate and communicate well with all types of personalities
4. Enthusiastic about asking others to join the cause
5. Willing to do the right thing whatever it might mean
6. Dedicated to personal and professional development
7. Able to empower volunteers and team(s) to effectively accomplish tasks through creative problem solving, accountability, leveraging metrics, and utilizing strengths of team members.

D. Position Requirements:

1. Character
 - Christ-centered
 - Graciously courageous (willing to engage conflict while maintaining a positive demeanor)
2. Chemistry
 - Good fit with CompassCare Core Values (Fighting Spirit, Relevance, Accountability)
 - Loyal to CompassCare President and willing to make a long-term commitment
 - Team leader

3. Competence
 - Effective management skills
 - Initiator
 - Effective process developer
 - Effective communicator

E. Skills and Education:

1. Training and/or experience with accounting/bookkeeping
2. Familiarity with QuickBooks or ability and willingness to learn
3. Proficient in Excel
4. Experience and comfort with computers and other technology
5. Knowledge and experience in HR

F. Direct Report Structure:

1. Direct Supervisor: CompassCare Shared Services Manager
2. Assist with finance department metrics monthly to executive team
3. Position responsibilities subject to change with the needs of the organization.

G. Average Expected Time Requirement to Complete Tasks: Up to 20 Hours per week