



Community of Christ

Position Description –Far West Mission Center

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| Date | September 16, 2021 |
| Title | Bookkeeper |
| Education Requirements | High School or GED |
| Experience Required/Desired | 1-3 years bookkeeping responsibilities |
| Immediate Supervisor | Mission Center Financial Officer |
| Employment Status | <input type="checkbox"/> Full Time (40 hours per week) <input checked="" type="checkbox"/> Part Time (20 hours or more per week) List hours per week: <i>32 hours a week</i> <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: up to 12 hours per week |

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| Summary of Position | This position provides support to Far West Mission Center in all aspects of bookkeeping including general ledger, accounts payable, and accounts receivable. |
| Essential Functions | Provide support to Mission Center Leadership Team, Camp Farwesta Board and other FWMC ministries a. General ledger maintenance b. Accounts Payable/Receivable c. Assist with contribution processing. d. Receives, records, and deposits funds. e. Recording of membership information f. Providing various reports to MCFO Team and Camp Farwesta Board Treasurer g. Perform all duties in alignment with approved Internal Controls. |
| Competencies/Skills | Required 1. Thorough understanding of financial accounting principles. 2. Intermediate computer skills utilizing MS Office products and the ability to learn new computer programs (such as SHELBY) 3. Excellent organization, and verbal and written communication skills 4. Proficient at emailing and managing/organizing email |

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| | <p>5. Ability to work with multiple people, projects and priorities</p> <p>6. Proven ability to maintain confidentiality regarding sensitive information</p> <p>7. Excellent interpersonal skills and ability to interact with both internal and external audiences</p> <p>8. Accurate attention to detail</p> <p>9. Maintain regular, reliable, consistent attendance</p> |
| Supervisory Responsibility | <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p> |
| Other Duties | <p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p> |
| Registered Youth Worker/ Anti-Harassment Training | <p>Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire. Anti-harassment training will also be required within 30 days of hire and then required annually.</p> |
| Grade | N/A |
| Ministerial Status | <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> |
| Overtime Status | <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Non-exempt</p> |
