

## **BOOKEEPER**

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**Department/Group:** Administration

**Location:** Minnesota

**Position Status:** Full-Time (32-35 Hours)

**Travel Required:** No

**Supervisor:** Director of Administration

**Last Updated:** March 2026

### **Position Summary:**

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The Bookkeeper records daily financial transactions, maintains financial reports, and ensures the financial integrity of IMF. He/She must always ensure that records are accurate and comply with legal requirements. This is achieved by reconciling and auditing transactions on a daily basis.

### **Responsibilities:**

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- Maintain company's financial records by recording, classifying, and summarizing financial transactions
- Prepare weekly missions' spreadsheets for donor funds and transfer funds to missionaries via ACH
- Serve as 403B9 liaison with our Administrator
- Reconcile monthly bank statements as well as employee credit card statements
- Assist in preparing the annual budget
- Respond to external & internal financial inquiries as well as support other departments as needed
- Ensure compliance of all financial documents in regard to relevant laws and regulations
- Prepare payroll and work with 3<sup>rd</sup> party administrator to ensure timely and accurate payroll
- Manage incoming donor donations and ensure timely and accurate transfer of funds to missionaries
- Monitor financial health and keep leadership informed of any key financial information and/or changes
- Make bank deposits
- Process year end W-2's, 1099's and tax receipts
- Perform accounting duties for specified affiliated ministries
- Handle money transactions including credit cards and checks
- Other duties as assigned

### **Qualifications:**

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- BA or BS in Accounting, Finance or Business preferred
- Experience using Quick Books
- A minimum of three years bookkeeping experience
- Must exercise both discretion and confidentiality

**Skills:**

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- Attention to detail and accuracy
- Excellent verbal, written skills
- Strong organizational and time management skills and the ability to prioritize
- Uses sound judgement in decision making and problem solving
- Proficient in Excel
- Collaborates well with others for the good of the Organization

**Behavioral Objectives:**

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- A mature and tested faith in Jesus Christ
- Have a teachable spirit
- Maintain a Christ-like behavior
- Collaborates well with others for the good of the Organization