



# Fountain Springs Church

## JOB DESCRIPTION

**Position:** Bookkeeper

**Reports to:** Director of Business Administration

### **The Win:**

To serve the mission of Fountain Springs Church by demonstrating impeccable integrity and an eye for detail while ensuring the financial accuracy of all bookkeeping operations.

### **Key Result Areas:**

- 1) **Financial Accuracy:** All bookkeeping records, deposits, accounts payable, and reports are completed on time, without errors, and in alignment with church financial procedures.
- 2) **Compliance and Integrity:** All financial activities are conducted with transparency and adhere to applicable tax, donor management, and nonprofit compliance requirements.
- 3) **Budget Support:** Support Leadership with timely access to accurate financial data, quarterly reports, and budget-related insights needed to make informed decisions.

### **Responsibilities:**

- Perform reporting and data entry of weekly deposits accurately and on schedule.
- Prepare and process Accounts Payable transactions in a timely manner.
- Assist with monthly credit card reconciliation to ensure accurate expense tracking.
- Assist in the annual budget process, providing data and reporting support to leadership.
- Assist with preparation of tax reports and payments to maintain compliance with applicable regulations.
- Prepare and distribute accurate quarterly financial reports to appropriate stakeholders.
- Assist in the maintenance and integrity of donor management records.

### **Qualifications:**

- Aligned with the beliefs, mission, vision, and values of Fountain Springs Church (required).
- Humble, Hungry (motivated towards mission) and Smart (high EQ).
- Previous bookkeeping or accounting experience (required).
- Knowledge of QuickBooks (preferred).
- Organized, detail-oriented, and able to meet deadlines and requirements consistently (required).

### **Work Schedule:**

Part-time, 20–25 hours per week.

### **Physical Demands:**

Must be able to work in a loud and fast-paced environment that requires sitting or standing for long periods of time.