

# The Friends of Israel Gospel Ministry, Inc.

## Position Description

**Position: Bookkeeper**

**Reports to: Vice President of Finance**

### **Purpose of the Position**

The Bookkeeper is responsible for processing accounts payable, completing payroll for all staff including wire transfers to foreign staff, processing monthly annuity and promissory note payments, maintaining the daily bank records, filing tax forms to the IRS, assisting in monthly/year end closings of the general ledger and preparation for the annual audit, and assisting the Vice President of Finance in their duties.

### **Objectives of the Accounting Department**

1. Help accomplish FOI's mission.
2. Keep accurate and comprehensive financial records.
3. Provide timely reporting of the financial records to management.
4. Ensure adequate control and integrity of the FOI finances.

### **Position Qualifications**

1. Training in bookkeeping. Minimum 2 to 5 years' of experience. Part-time experience will be considered.
2. Proficient with computers and software including Excel, Word, Concur, Google Suite and Adobe Acrobat.
3. Capable and pleasant in handling inquiries from others.
4. Able to accomplish tasks assigned with minimal supervision.
5. Good interpersonal skills with fellow staff members.
6. Excellent organizational skills.
7. Adaptable to changing technology.

### **Position Responsibilities**

- Daily management of the bank cash accounts.
  - Reconciling to daily bank account statements.
  - Preparation of weekly cash flow projections
- Prepare and process the bi-weekly and monthly payrolls.
  - Completed through payroll processor.
- Processing of all wire transfers domestic and foreign.
- Process accounts payable.
- Monthly reconciliation of refund and holding accounts.
- Fixed Assets
- Processing Monthly Annuity and Promissory Note payments.
- Processing Monthly CONCUR expense reports
- Administer the Wells Fargo Credit Card Program
- Year-end closing of the General Ledger.
  - Reconciliation Schedules
  - Set up files for the New Year.
  - Assist the Vice President of Finance with the audit preparation.
- Projects as assigned by the Vice President of Finance.
- Any other duties as directed by the Vice President of Finance.

The bookkeeper will receive training for the Payroll, Concur Expense Management and Blackbaud accounting software programs. Other training will be provided as needed.

**Updated 03/08/2024**