

Bookkeeper Job Description

Title: Bookkeeper (Part-time)

EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:

- Preach Boldly;** proclaiming the truth of God. (Nehemiah 8:8)
- Worship Authentically;** celebrating the person of God passionately and completely. (John 4:24)
- Pray Dependently;** approaching the presence of God fervently and expectantly. (1 John 5:14)
- Witness Courageously;** sharing the gospel of God wisely and respectfully. (1 Peter 3:15)
- Gather Purposefully;** engaging the people of God transparently and hopefully. (Hebrews 10:19-25)
- Plant Strategically;** building the church of God locally and internationally. (Acts 14:21-23)

Position Objective: Summit Point is looking for an experienced and qualified accountant to become its Finance Director. The Finance Director reports to the Business Pastor and works as directed by the Business Pastor and Church Treasurer in the arena of Accounting and Bookkeeping to process all recurring financial transactions involving the entire scope of accounts receivable and contributions. Prior experience in a non-profit organization is helpful.

PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services.
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point.
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation.
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church, and by personally sharing their faith with others.
- Must be a member of Summit Point Church or be willing to become a member as a part of the hiring process.

Spiritual & Character Qualifications:

The Finance Director should:

- have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him;
- have a history of moral purity;
- meet the spiritual and social qualifications for elder (1 Timothy 3:1-7; Titus 1:5-9);
- be a self-starter with drive, passion and initiative;
- be teachable and willing to be held accountable;
- be a team player with a positive attitude;
- possess the spiritual gifts of leadership (Romans 12:8), service, teaching (Romans 12:7), and administration (1 Corinthians 12:28).

Professional Qualifications or skills:

- Knowledge of, and experience with an integrated accounting and business systems
- Aptitude to learn the financial accounting system of Shelby, the financial software tool
- Aptitude to learn the financial system of FellowshipOne where all contributions are recorded
- Proficient at Microsoft Excel and Word
- Have an aptitude for learning accounting database programs
- Be detail oriented and accurate with the ability to multi-task
- Knowledge of general ledger, debits, credits, accrual accounting, and depreciation

Position description:

The responsibilities of the Finance Director:

- Prepare and record bank deposits
- Assist in financial management and analysis, as requested
- Coordinate business operations with the Accounting Clerk and accounts payable
- Generate balance sheets
- Reconciliation of bank accounts
- Maintain the accounting records of the organization in accordance with generally accepted accounting principles (GAAP)
- Maintain the internal financial procedures
- Produce financial statements on a monthly basis
- Provide support for the Finance Team, Elders and Treasurer
- Document filing and retention
- Other support work as needed and directed
- Protects Summit Point's value by keeping information confidential

Salary & Benefits:

- A competitive salary and benefits package commensurate with experience will be provided
- This is a salary position (15-20 hrs./wk.)
- Serious candidates should email or send a cover letter and resume to:

Attn: Steve McGinnis, Business Pastor
Summit Point Church Peoria
Finance Director
401 Cimmeron Dr. East Peoria, IL 61611
smcginnis@summitpoint.org