

Bookkeeper

Purpose: To proficiently keep ZoeCare's financial and personnel records.

Description: The Bookkeeper maintains ZoeCare's Quickbooks account, effectively recording all financial transactions, writing checks, and reconciling ZoeCare's credit card and checking account. He or she takes care of all new hire forms, ensuring that all employees' records are completed and maintained in a thorough and confidential manner. The Bookkeeper works closely with ZoeCare's third party accountants.

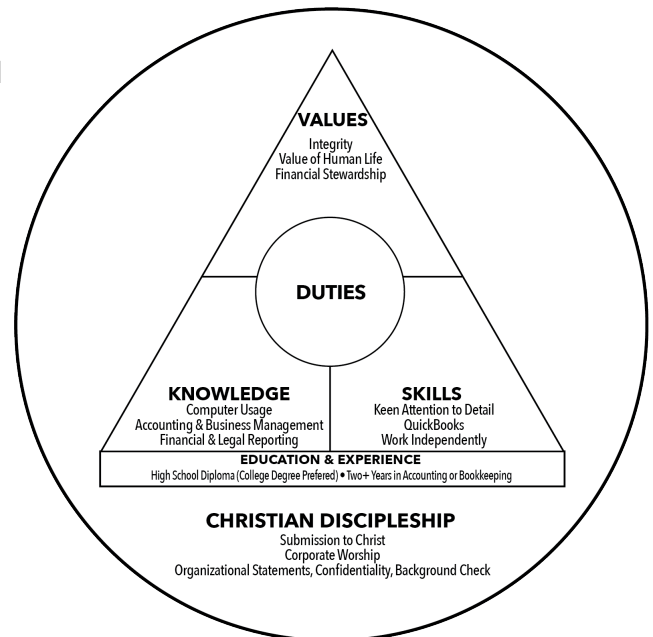
Reports To: Development Director

Weekly Hours: 8 (up to 12 as necessary)

Strategic Importance: The Bookkeeper ensures the financial foundation from which the entire ministry extends.

Christian Discipleship: These core characteristics are required for all employees and volunteers.

- Submit to Christ's leadership and guidance.
- Participate in corporate worship at a local Christian church.
- Agree with ZoeCare's *Organizational Statements*, conform to and sign the ZoeCare confidentiality statement, and document completion of a Montana criminal background check.



Duties:

- Maintain ZoeCare's financial records and keep them up-to-date and accurate.
- Write and sign necessary checks; pay bills; oversee and purchase necessary supplies.
- Manage employee expense claims.
- Work closely with ZoeCare's Development Director, accountant and Board Treasurer to ensure all financial needs and reports are submitted to the appropriate entities on time.
- Act as ZoeCare's human resources manager and oversee employee benefits, paid vacation days, and new hire forms and processes as needed.
- Provide necessary support for grant proposals and reports needed by the Development Director and Executive Director.
- Other duties as assigned.

Knowledge:

- Computer usage.

CORE COMPETENCIES: Bookkeeper

- Accounting and business management.
- Financial and legal reporting for non-profit organizations.

Skills:

- Keen attention to detail.
- QuickBooks proficiency.
- Ability to work independently with minimal supervision.

Values:

- Financial stewardship.
- Value of human life.
- Integrity.

Education & Experience:

- High school diploma (college degree preferred)
- Two+ years in accounting or bookkeeping.