



Bookkeeper

I. Ministerial Position:

Bookkeeper

II. Reporting Relationship:

The Bookkeeper reports to the Business Office Director

III. Ministry Summary:

The Bookkeeper will exemplify the following characteristics 1) strong professing Christian (Romans 5:8, 10-11) whose character is proven (1 Timothy 3:8-13) 2) a role model of Christ in everything that they do (1 John 3:18) 3) believe in the authority of scripture (2 Timothy 3:16) 4) use their ministry as an example of Christ and to draw others closer to Him (1 Cor 13, Phil 2:1-4) 5) be accountable in relationship with others (Galatians 6:1-5). The position will serve in the financial side of camp to allow us to impact lives for the eternity through God's word, creation, adventure programming and warm Christian fellowship.

IV. Ministry Tasks:

- A. Transaction processing: timely, efficient with a high degree of accuracy and accountability, with a desire to automate and streamline record-keeping:
 - a. Credit card receipts
 - b. Camper payments
 - c. Accounts payable payments and invoice processing
 - d. Donor receipts
 - e. Bank deposits
 - f. Payroll preparation and back-up
- B. Reports and reconciliations
 - a. Reconcile Checking, Savings and Credit Card Accounts
 - b. Expense analyses
- C. Departmental support:
 - a. Personnel: process background checks
 - b. General: purchase and online orders
 - c. Maintain office supplies
- D. Support the Annual Audit
- E. Complete any other tasks requested by Business Office Director and Executive Assistant (Hebrews 13:17, 1 Peter 2:13)

V. Qualifications:

- A. Agreement with the theological positions of Fort Wilderness Ministries (2 Tim 3:16-17, John 1:1-14, Col 1:14, 1 Cor 15:13-18)
- B. Agrees with and has signed the Statement of Belief and Support and the Lifestyle Commitment. Understands that serious violation of these statements could be cause for dismissal. Agrees that incompetence in performing this role, insubordination to ministry leadership, or immoral behavior would constitute reasonable cause for immediate dismissal and termination of this employment with Fort Wilderness.

- C. Demonstrates a Christian lifestyle that reflects the Biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. (Luke 6:40)
- D. Effectively teaches and otherwise communicates the Christian faith to others and furthers the religious mission of Fort Wilderness.
- E. Familiar with general accounting practices; proficient with QuickBooks, MS Office (Word/Excel), Circuitree
- F. Detail oriented and organized
- G. Degree in business, accounting, or two years' experience in a related field
- H. Self-starter, motivated, ability to work in a fast-paced environment
- I. Excellent communication and people skills, adaptable, team player
- J. Problem-solver, learner
- K. Support from a sending church and ongoing participation in a local church with a desire and commitment for spiritual growth and development in your walk with Christ through prayer, God's word and lifestyle which honors Him

VI. Benefits:

- A. This is an "at will" support-raising position. Compensation is based on the following: support raised, organizational responsibility, nature of the job including performance, and kingdom impact.