



Bookkeeper

I. Ministerial Position:

Bookkeeper

II. Reporting Relationship:

The Bookkeeper reports to the Business Office Director and Executive Assistant

III. Ministry Category: Exempt Support Staff

IV. Ministry Position Summary:

The position will serve in the financial side of camp to allow us to impact lives for eternity through God's word, creation, adventure programming and warm Christian fellowship.

V. Ministry Responsibilities:

- A. Record Credit Card receipts, Invoices, Receivables and Donations
- B. Assist in sending out Accounts Payable payments
- C. Prepare special reports as needed
- D. Record cash receipts and make bank deposits
- E. Reconcile Checking, Savings and Credit Card Accounts
- F. Assist in Payroll Preparation and act as Payroll back up
- G. Send out donor receipts
- H. Process Background Checks
- I. Maintain office supplies
- J. Assist in purchasing items needed for different areas in camp
- K. Assist in the Annual Audit as needed
- L. Complete any other tasks requested by Business Office Director and Executive Assistant (Hebrews 13:17, 1 Peter 2:13)

VI. 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. 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).
- C. 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.

- D. 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)
- E. Demonstrates the characteristics to fulfill Fort's purpose/mission through using Fort's core values (God's Word, creation, adventure programs and warm Christian fellowship)
- F. Degree in business accounting or 2 years in related field
- G. Familiar with general accounting practices; proficient with Quickbooks, MS Office (Word/Excel),
- H. Ability and willingness to learn Circuitree (camper software) and Virtuous CRM and Virtuous Raise (donor software)
- I. Detail oriented, organized
- J. Self-starter, motivated, ability to work in a fast-paced environment
- K. Excellent communication and people skills, adaptable, team player, problem-solver, learner
- L. 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

VII. Working Conditions—ability to:

- A. Maintain Confidentiality
- B. Bend, stoop and sit for extended periods of time
- C. Work in a fast-paced environment
- D. Have and maintain an insurable driving record to drive Fort Wilderness vehicles.

VIII. Acknowledgement

I have read and received a copy of my job description. This position description supersedes previous descriptions and verbal communications. I understand that I am expected to follow my job as is outlined above and if I have any questions or concerns about what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this role. I may perform other related tasks under the direction of my supervisor. I agree to follow policies and procedures included in the Employee Handbook.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____