



## **NCD Bookkeeper**

Our NCD bookkeeper will manage the finances for our district office. The position is approximately 15 hours per week and pays \$20 per hour (hourly rate is negotiable). Our bookkeeper will be working in our NCD office (with the flexibility to work from home when needed). Reports to district superintendent (with additional oversight from our district directional team).

### **Qualifications**

- Strong Christian faith, excellent character, integrity, and confidentiality
- Will join us in serving pastors, churches and church leaders
- Solid written and verbal communication skills
- Keen attention to detail and accuracy
- Team player who is willing to form strong relationships with our NCD family
- QuickBooks, Microsoft Office, Salesforce

### **Responsibilities**

- Prepare financial statements monthly for Superintendent and Board of Directors
- Prepare journal entries as needed to keep financial statements accurate and up-to-date
- Reconcile bank and credit card accounts on a monthly basis
- Generate financial reports for all NCD conferences
- Track registration & expenses and coordinate finances for annual youth conference
- Work with accountant to prepare annual review or audit
- Manage the preparation of the budget in conjunction with Superintendent
- Process payroll semi-monthly including benefits administration
- Compensation and benefits administration
- Maintain personnel files
- Ensure compliance to regulatory concerns regarding employees
- Enter and pay bills on-time, generate invoices as needed
- Process and manage online donation system
- Enter cash deposits
- Process employee reimbursements through Expensify
- Maintain paper files of all finance-related documents
- Administer property & liability Insurance
- Assure all state and federal tax forms are filed on time
- Other duties as needed