



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)
- 4) 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. Record Credit Card receipts, Invoices, Receivables and Donations
- B. Assist in sending out Accounts Payable payments
- C. Track special requested expenses in Excel
- 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. Process Background Checks
- H. Assist in the Annual Audit as needed
- I. Complete any other tasks requested by Business Office Director (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, organized
- G. Self-starter, motivated, ability to work in a fast-paced environment
- H. Excellent communication and people skills, adaptable, team player
- I. Problem-solver, learner
- J. 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" position. Fort Wilderness Ministries pays this person an hourly rate (the estimated hours are 25 to 30 hours per week).
- B. After an orientation period, benefits available include: health insurance (staff pay 25% of the premium), HSA savings account and retirement plan.