

Position Description
MARANATHA BIBLE and MISSIONARY CONFERENCE

Mission: To provide spiritual renewal in a recreational setting emphasizing Bible teaching and worldwide missions.

Bookkeeper
3.24.22

KEY RESULTS AREA

Reporting directly to the Controller, this position provides comprehensive administrative support the accounting department.

PRIMARY AREAS OF RESPONSIBILITY

- Oversee daily cash receipts, accounts receivable, accounts payable, non-designated gifts, designated gifts and non-cash gifts
- Oversee all resident billings, including annual lease fees, assessments, and other charges
- Process daily deposits
- Assist in account reconciliation
- Maintain accounting files
- Administer the employee payroll system
- Maintain records including receipting of all financial gifts/donations to the various ministries of Maranatha
- Assist with month and year-end balancing and reporting
- Prepare year-end 1099's and other misc. tax reports
- Assist with year-end audit and budgeting process
- All duties as assigned

SECONDARY AREAS OF RESPONSIBILITY

- Other duties as assigned

RELATIONSHIPS & STATUS

- Department: Financial Services
- Serves: Retreat Guests, Summer Guests, Members and Leaseholders, Maranatha Staff, surrounding community
- Reports to: Controller
- Status: Part-Time
- Wage: Hourly
- Benefits: None

DESIRED QUALIFICATIONS FOR POSITION

- Organizational skills
- Ability to establish and monitor priorities, maintain flexibility, and meet deadlines
- Ability to manage multiple projects at one given time
- Effective and friendly verbal and written communication skills
- Demonstrate strong computer, data processing and internet skills including Microsoft Office and Excel. Possess the ability to learn and use accounting software specific to Maranatha
- Ability to handle confidential information with sensitivity and integrity
- Desire to continually update skill in the use of emerging workplace technology
- A college degree or equivalent experience expected.

PHYSICAL DEMANDS OF POSITION

- The ability to perform work outdoors and/or indoors in a conference center environment.
- The ability to sit, walk and/or stand for extended periods of time.
- The ability to bend, stretch, reach with a full range of motion, and to lift moderate weights of up to sixty (60) pounds.
- Must be able, willing and available as needed to work a flexible schedule including weekends, holidays, and evenings.

REQUIRED QUALIFICATIONS FOR EMPLOYMENT

- A clear testimony of personal salvation through the finished work of Jesus Christ.
- An ongoing demonstration of the Lordship of Jesus Christ in daily life.
- Agreement with Maranatha's Statement of Faith and enthusiastic support for Maranatha's Mission, Vision, and Purposes.
- A commitment to excellence, innovation, creativity, servant leadership and lifelong learning.
- A strong desire and motivation to provide guests and residents with the highest level of hospitality and service.
- The ability to work independently without direct supervision and to function effectively as a supportive team member.
- The ability to manage multiple tasks, prioritize effectively, solve problems and pay close attention to detail.
- The ability to operate a variety of basic office equipment such as telephone, facsimile machine, copy machine, scanner, etc.

MINIMUM EXPECTED STANDARDS OF PERFORMANCE

- Effectively represents Jesus Christ and the ministry of Maranatha to those within both professional and personal spheres of influence.
- Demonstrates a high level of Christian integrity and professionalism.
- Demonstrates knowledge of Maranatha history, ministries, policies and procedures.
- Demonstrates character, competence and chemistry with Maranatha's staff and guests.
- Demonstrates a commitment to excellence in the performance of duties.
- Meets or exceeds established goals and objectives for personal performance, and contributes significantly to the successful fulfillment of the ministry's goals and objectives.
- Maintains positive work ethic and attitude, and conveys a pleasant outlook and disposition toward all guests and staff.
- Presents a neat and modest professional appearance.
- Consistently participates in staff meetings and devotions.