

Bookkeeper **15-20 hrs**

TITLE: Bookkeeper

EMPLOYER: Child Evangelism Fellowship of Wisconsin Inc.

PRESENT EMPLOYEE:

Part-time position: 20-25 hr if two positions could be 20 hours for bookkeeper

IMMEDIATE SUPERVISOR: State Director

Bookkeeping

- Manage multiple local office & State office QuickBooks accounts using ministries mandated chart of accounts, invoices sent to clients.
 - Data Entry into Accounting program (QuickBooks - for local chapters and state office books)
 - Prepare receipts, payments to be issued and invoices to customers.
 - Reconciles the bank statements
 - Prepare monthly Financial statements, P & L Statements & Vendor detail lists to local offices in the state.
 - Work with multiple chapters where the deposits and bills would be paid.
- Process all aspects of bi-weekly payroll. (**Payroll hours are compiled by office manager, and submit** to person doing payroll (Payroll Service - MinistryWorks) (shared with Financial Assistant)
 - Review all timesheets for accuracy.
 - Bill Local Chapters for the gross amount of payroll plus the Employer's portion of the payroll taxes.
 - **Compiles report of hours for staff members to be sent to Financial Assist**
 - **Transfer funds from chapters to cover the payroll and payroll liabilities.**
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Prerequisites: Financial Assistant

Must be in agreement with CEF's Statement of Faith and Doctrinal Protection Policy. CEF's Child Protection Policy forms and background check approval required. Good planning and organizational skills. Professional appearance and manner. Computer literacy, specifically payroll, QuickBooks, accounts payable and receivable. Capacity to learn ministries unique Chart of accounts. Must be detail oriented and able to multi-task.

Dress: Business casual with some exceptions