



# STAFF POSITION DESCRIPTION

**Position Title:** SOE Bookkeeper

**Direct Report:** Chief Financial Officer (CFO)

**Classifications of Employment** (select one from each line below):

- Temporary     Part-time regular     Three-quarter-time Regular     Full-time regular  
 Exempt     Non-Exempt

**Hours:** Up to 10hrs per week

**Location:** Vancouver WA main office, and virtual.

**Rate: \$18.00 per hour**

**Essential Foundation:** Must demonstrate genuine growing faith in the Lord Jesus Christ with active participation in local church. To perform this job successfully, an individual must believe in and be passionate about the core values of SOE and be driven by a larger vision.

**Required attendance** (*as applies*): Staff meetings, Annual Staff Retreat,

**Position Summary:** This position assists the CFO in managing the financial aspect of the ministry.

**Core Accountabilities:** What you will do. These are measurable and will be used in your annual review. They are as follows:

- Oversee **donation processing** including mail receipt and recording, bank deposits, entry into database and QuickBooks (QB), appropriate transfers, and receipting.
- Manage the ACH setup and pull of **first and third Friday giving**, including entry into database and QB and receipting.
- Printing and mailing of checks.
- Reconciling of Credit Card accounts
- Reconciling of Monthly Bank Statements
- Ability to work in main Vancouver WA headquarters.

**Knowledge, Skills and Abilities:** How you will more effectively accomplish your core accountabilities listed above. These are not easily measurable but are important in fulfilling your role. They are as follows\*:

- Possess strong **organizational** skills with the ability to ensure and maintain accurate and timely information.
- **Self-motivated**, takes the initiative, **anticipates** needs and is willing to work on unexpected projects.
- Must be able to work effectively with a **wide range of people**.
- Interacts well in team settings and exhibits a **positive, enthusiastic outlook**.
- Committed to an excellent flow of information with strong written and verbal **communication** skills.
- Able to meet **deadlines**, adjust timelines, manage conflicting priorities while multi-tasking and prioritizing top needs.
- **Travel** as needed to for staffing at conferences, ministry events and trainings.
- Possess high level of attention to detail.

**Additional Functions** (*as applies*):

- Sitting up to 8 hours per day.
- Word processing, data entry, general software knowledge.
- Physical requirements may include lifting, bending, twisting, standing for long periods of time.

**Equipment/Computer Skills:**

- Ability to use computers, printers, copiers, scanner, LCD Projectors and multi-line phones.

- Proficient skills using Word, Excel, and PowerPoint.
- Ability to use Google, including but not limited to Google drive, calendar, and email.
- Knowledge of Quick Books Online a plus.
- Knowledge of PayPal, other online payment processors a plus.

**Requirements:**

**Education** – Required: none. Experience prioritized.

***\*PLEASE NOTE:** This description does not constitute a contract for employment and serves only as an overview of core responsibilities and duties fulfilled by this position. It is not intended to include every aspect of this job, and may be updated and changed at any time with or without advanced notice. Additional duties may be assigned as needed.*



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