

HEARTBEAT INTERNATIONAL

Job Description

TITLE: Bookkeeper (Non-Exempt)
DEPARTMENT: Administration
REPORTS TO: Controller
REMOTE WORK STATUS: In-office position; position reports to Columbus office

SUMMARY

The Bookkeeper performs general bookkeeping tasks and may occasionally provide routine and non-routine administrative and clerical/secretarial support for office operations. In addition, the bookkeeper processes payroll. Job responsibilities are executed accurately and in a timely manner in support of Heartbeat International's pro-life mission, vision, and Christian core beliefs and operational values.

RESPONSIBILITIES

Primary Responsibilities (Approximately 80% of Time)

1. Process accounts payables accurately and timely according to appropriate legal, accounting, and Heartbeat procedures/guidelines, maintaining a practice of balancing prompt/timely payment and good cash flow.
 - Receive, code, and record all bills.
 - Prepare, record, and send payments.
 - Maintain accurate and complete account (vendor) and financial files and records.
 - Communicate with Controller as needed to maintain balance between prompt payment and good cash flow.
2. Process accounts receivables accurately and timely, according to appropriate legal, accounting, and Heartbeat procedures/guidelines. This includes checks, credit cards, and electronic payments.
 - Prepare invoices and statements and send on a timely basis.
 - Follow established process for late and nonpayment, maintaining appropriate communication with Ministry Services staff.
 - Receive, code, and process payments/money received.
 - Prepare/process appropriate documentation (paid sales receipt, files, etc.).
 - Send appropriate documentation to customer.
 - Record all income in appropriate categories.
 - Prepare deposits and ensure deposits are made and recorded timely and accurately.
 - Maintain accurate and complete account (customer) and financial files and records.
3. Process all donations accurately and timely, according to appropriate legal, accounting, and Heartbeat procedures/guidelines and to ensure timely availability of these funds. This includes checks, credit cards, and electronic donations.
 - Code and process donations according to appropriate designation, accounts, and appropriate accounting and Heartbeat guidelines.
 - Prepare timely deposits and ensure deposits are made and recorded timely and accurately.
 - Maintain accurate and complete account (donor) and financial records.
 - Coordinate with development staff to balance donation deposits according to established timeframe.
4. Record Keeping: Enter, maintain and manage (establish, review, organize, update) accurate financial records, logs, lists, files (computer and hard copy) of information necessary to support Heartbeat and

its offices/departments (affiliate information, financial information, orders, registrations, etc.). Maintain records in accordance with all relevant policies including, but not limited to, record retention and confidentiality policies.

5. Work cooperatively with a servant's heart with other staff, contributing in word and action to an office work environment/atmosphere supportive of HB's Christian pro-life mission, vision, principles, and values. Coordinate with and provide information to other departments as necessary to completely fulfill job responsibilities. This may include sharing the Gospel and prayer.
6. Process payroll. Facilitate bimonthly payroll processing through APEX. Record payroll in accounting software.

Secondary Responsibilities (Approximately 20 % of Time)

1. Assist the Human Resources Coordinator with benefit and HR support tasks.
2. Communication: Answer phones, retrieve voice mail messages, screen, transfer calls and/or relay information to callers. Respond to e-mail and draft messages/communications appropriate for role.
3. Reporting: Produce general reports/forms, execute basic computer queries to obtain information, compile and format reports consisting of information recorded in office files (computer and hardcopy).
4. Serve as backup to other positions.
5. Special projects or tasks as assigned by supervisor to provide support for office operations and special events.

SUPERVISION (Received/Exercised)

Under direction as to assignments and general methods of execution, with periodic review of assignments. Expected to make routine decisions requiring analysis and interpretation regarding task completion that does not impact other areas with limited guidance from supervisor.

REQUIREMENTS

1. High school degree and two years of accounting or bookkeeping experience required. Appropriate secondary education (such as Accounting degree) may be considered in lieu of experience.
2. Experience with Quickbooks or other accounting software preferred.
3. Good word processing/data entry skills including accurate typing speed of 45 words per minute required, in addition to ten-key numeric entry skills. Experience with Microsoft software (Word and Excel) preferred.
4. Excellent interpersonal skills.
5. Ability to handle details accurately and quickly.
6. Good verbal and written communication skills. Professional and pleasant business communication skills.
7. Ability to organize multiple projects and set priorities.
8. Some limited, prescheduled travel may be required.

9. A willingness and desire to serve affiliates and other HB constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality.
10. A servant's attitude with the ability to understand how all support tasks impact Heartbeat International's ministry of supporting life.
11. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's ministry of life.