



## **Bookkeeper Job Description**

**Reports to:** Chief Operations Officer

**Works closely with:** Samaritan Aviation Staff in US and (virtually) PNG

**Skills/Qualifications required:** Experience with bookkeeping using QuickBooks, as well as data entry skills. Willingness to learn donation tracking software, has good communication skills, knowledge of SFAS rules, and a commitment to confidentiality and thoroughness.

### **Bookkeeping Responsibilities:**

- Maintains records of financial transactions by: establishing accounts, posting transactions, ensuring compliance with legal requirements.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports, & advising management on needed actions.
- Contributes to team effort by accomplishing related tasks as needed.

### **Donation Tracking/Reporting Responsibilities:**

- Records various donations through tracking software in a timely manner.
- Ensures donations are appropriately recorded and receipted.
- Prepares and sends donation reports to the COO.
- Runs various reports as requested by COO.
- May be asked to make regular trips to Post Office to collect mailed donations.
- Communicates with donors as needed.
- Sends reports and communicates with missionaries in a timely manner.
- Generates and mails out end of the year giving receipts to donors for tax purposes.
- Physical Demands: The employee must occasionally lift and/or move up to 30 pounds.
- Ability to hold a valid Driver's License and possess a car that can be used for work purposes.