



Job Description

Title: Bookkeeper P/T

Type: Part-time hourly position

Report to: The Office Manager of 6 Stones Mission Network

Work Description:

The Bookkeeper is a team-level, part-time position, under the administrative direction of the 6 Stones Mission Network Office Manager. This position requires duties performed in an accountable nature, requiring initiative and discretion. The Bookkeeper should have knowledge of assigned subject area, proficiency in major aspects of assigned projects, coordination of activities with an emphasis on effective development and delivery of project work.

Duties:

1. Coordinate assigned projects within the timeline requirements with special attention to project development, team development, correspondence and regular updates.
2. Work well within a team environment in order to develop plans, projects and ministry teams with our staff and with our coalition of partnering churches and other stakeholders.
3. Perform collaborative planning and decision-making with 6 Stones staff, ministry teams, and volunteers.
4. Coordinate, develop and oversee any additional assigned projects.

Responsibilities:

1. Record entries to accounts and cost centers by **processing invoices and expense reports**;
2. **Reconcile monthly statements** from vendors;
3. Schedule, prepare and **mail checks to vendors** by monitoring invoice due dates;

4. Resolve purchase order, contract, invoice, or payment discrepancies and documentation;
5. Verify **expense reports** in Paylocity and transfer entries from Paylocity to Aplos;
6. **Maintain accounting ledger in Aplos** by verifying and posting account transactions;
7. Assist other staff in the preparation of **monthly financial documents**;
8. Verify federal ID numbers of vendors (requesting new and updated documentation as needed);
9. Assist the Office Manager, VP of Operations and CEO in other areas as assigned;

Employee's Signature

Date