ChangePoint

BOOKKEEPER/ACCOUNTING SUPPORT JOB DESCRIPTION

JOB TITLE: Bookkeeper/Accounting Support
DEPARTMENT: Finance
REPORT TO: Finance Director
DATE REVISED: June 29, 2026
CLASSIFICATION: Non-Exempt, 20-hours per week

POSITION PURPOSE:
Provides accounting and organizational support in the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process incoming invoices, check requests, and enter auto-pay expenses. Will be responsible for vendor maintenance including W-9 tracking. This includes accurate coding, preparation of checks for signature, ACH preparation and mailing when ready.
- Process weekly income, including counting cash and checks, recording weekly online giving, entering transactions to individual giving records, preparing multiple deposits for pick up, record giving and attendance records and distributing information to elders and department leaders. Also enter all Square activity to accounting system.
- Enter all Accounts Receivable invoices and distribution to Customers – mail and email.
- Financial reporting:
    - Assist in annual preparation of year-end 1099's, donor giving statements, and annual audit.
- Maintain all files in a neat and orderly manner, both paper and electronic. Includes maintenance of 1099 vendor files and tax ID numbers.
- Other bookkeeping duties as assigned by Finance Director.

JOB SPECIFICATIONS:

- Growing faith in Jesus Christ, a heart set on following Him, and a track record of upward personal trajectory.
- Prior electronic bookkeeping experience is required.
- Strong desire for excellence in all tasks.
- Enjoys the nuts and bolts of accounting.
- High level of integrity and confidentiality.
- Ability to organize work, set priorities, and carry out responsibilities with minimal oversight.
- Proficiency in using Microsoft Excel, Word, and Outlook.

OTHER RESPONSIBILITIES:

- This job description reflects general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload.