

General Description.

Calvary Chapel of Cheyenne is a body of Christ-followers who are glorifying God by following Jesus. We believe our calling is not to just believe in Jesus Christ, but to serve as living examples of God's presence and grace in the world. We exist to be disciples who make disciples through Holiness and Godly Sincerity, not in fleshly Wisdom but in the Grace of God. Calvary Chapel helps each employee fulfill God's calling and purposes by utilizing their God-given gifts and talents for the glory of God.

The Bookkeeper is a part-time position that works 20 hours per week and is classified as a non-exempt position. Hours may be flexible. This is a bookkeeping position whose primary, but not sole, function is to create accurate financial transactions, track purchase orders, and generate and maintain required financial records of Calvary Chapel of Cheyenne within the scope and vision of the church. This Bookkeeper will report directly to the Administrator.

Essential Daily Functions.

1. Track and process purchase orders for all venues.
2. Pay monthly bills and missionaries for all venues.
3. Record deposits into bookkeeping system for all venues.
4. Complete all aspects of payroll.
5. Prepare all reports and pay all payroll liabilities.
6. Track all credit card purchases and reconcile.
7. Maintain regular office hours; up to 20 hours a week.
8. Personally prays for staff, volunteers, and attendees and leads prayer for staff, volunteers, and attendees as needed.

Occasional Functions.

1. Prepare financial statements and reports as needed.
2. Maintain and update all benevolence records and payments.
3. Prepare paperwork, track time, and pay child care workers for events.
4. Maintain and update fixed asset files and list.
5. Answer financial questions and retrieve receipts.
6. Other tasks as assigned.

Preferred Skills.

1. Quickbooks experience.
2. Ability to work independently.
3. Excellent time management skills, ability to multi-task and prioritize work.
4. Basic computer skills and a willingness to learn and use Apple products.

Qualifications.

1. Vibrant growing faith in Jesus Christ demonstrated by a Christ-like attitude.
2. Accurate bookkeeping skills.
3. Sensitivity to confidential matters.
4. Attention to detail and problem solving skills.
5. Excellent administration, organization, and communication skills consistent with the church's values.
6. Must meet the qualifications of a deacon as described in 1 Timothy 3:8-13.
7. Agree with the Calvary Chapel Statement of Faith.