

Beyond Measure Market and MISSION TO AMISH PEOPLE
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JOB TITLE: Bookkeeper

ACCOUNTABLE TO: Executive Director and Board President

PURPOSE: Manage the financial activities of Beyond Measure Market (BMM) and Mission to Amish People (MAP), including income and revenue, expenses and disbursements, payroll, assets, and investments.

THE BOOKKEEPER AS A STEWARD: The ministry of Bookkeeper is one of Stewardship—that is, managing, safeguarding, and maintaining the financial resources entrusted to BMM and MAP by customers and donors to carry out its mission and vision.

STRUCTURE: The position requires the bookkeeper to spend 20 or 40 hours a week at the ministry location in Savannah.

QUALIFICATIONS

- Possess a “heart” for ministry.
- Highly organized, honest, dependable, detail-oriented, passion for accuracy and good stewardship, possessing highly developed verbal and written communication skills.
- Possessing the following abilities:
 - Able to manage and complete multiple tasks simultaneously.
 - Meet deadlines.
 - Communicate well
 - Work out of the MAP office.
- Excellent computer skills, QuickBooks, and experience with Microsoft Office software packages is a must

SPECIFIC ROLES AND RESPONSIBILITIES

The Bookkeeper essentially serves as the Chief Financial Officer for BMM and MAP. Specific responsibilities include, but are not limited to:

- Maintain accurate financial records using QuickBooks.
- Maintain filing and storage system for all financial and banking records for easy retrieval.
- Oversee the receipt and recording of all income.
- Oversee the disbursement and recording of all expenditures.
- Perform and oversee the recording of all donations.
- Oversee payroll – both BMM and MAP use Ministry Works to do their payroll.

- Prepare the monthly financial reports for the board of directors and missionary partners.
- Work with the board of directors to establish spending priorities.
- File required tax forms (local, state, and federal).
- Oversee, count, and deposit all donations.
- Assist in the preparation of the annual budget.
- Oversee internal controls to protect the assets.
- Assist with grant applications.
- Attend board meetings several times a year or as requested.

CHRONOLOGICAL LIST OF TASKS FOR BOOKKEEPER

Weekly

- Enter cash, check and credit card donations into QuickBooks.
- Make copies of each check and cash that comes in
- Provide a statement of giving to contributors, following appropriate IRS regulations for tax deductibility.
- Ensure that bank deposits are made correctly and securely.
- Provide the executive director with a note of the total income for the week.
- Keep missionary partners up to date on donations for their ministry.
- Ensure that bills get paid on time.
- Ensure that computer files are backed up, and the backup is stored off-premises.

Bi-weekly

- Process payroll payments (work with Ministry Works).
- Deduct retirement pay from Joe's salary and add to that which is matched by the ministry.
- Process invoices to members who support the Amish Voice (this can be done via email when possible)

Monthly

- Process donations from credit card donors at the beginning of each month (card information is kept on file)
- Reconcile and balance bank statements.
- Provide the Executive Director and each board member with a detailed P&L report and balance sheet of all accounts by the 15th.
- Provide Missionary Partners with their income and expense reports by the 15th
- Pay reimbursement monies to staff members by the 10th.
- EFTPS Deposit of Federal Withheld/Employer matching Taxes

Quarterly

- Submit withholding taxes and the 941 reports to the IRS of payroll and deductions (this may be something Ministry Works does).
- Pay principal and interest to our Beyond Measure Market stakeholders.

Annually

- Work with a budget committee to develop the proposed operating fund budget for submission to the Board and approval.
- Ensure the following items are completed on a timely basis:
 - Prepare year-end W-2 forms for paid staff members.
 - Prepare year-end 1099's for miscellaneous income of anyone who received over \$600 for providing services to MAP.
 - Prepare a 990 form at the beginning of the year.
- Ensure that annual giving statements are provided to donors who do not want monthly receipts.
- Ensure that housing allowance is updated each year.

Disclaimer: The job description and the implementation of said position are open to change upon the direction of the director of MAP Ministry at any time for any reason. The reports provided are for organizational and functional purposes and can be changed or altered at any time for any reason.