SEND INTERNATIONAL

MOBILIZING, ENGAGING, ESTABLISHING

Ministry Description

INTERNATIONAL OFFICE BOOKKEEPER

October 1, 2015

Ministry Summary

The IO Bookkeeper is a member of the International Office staff and is responsible for performing a variety of bookkeeping and accounting duties including financial record keeping, and transactions including accounts payable, receivable and general ledger.

Reporting Relationship

The IO Bookkeeper reports to the International Treasurer.

Duties and Responsibilities

1. Review IO expense reports for accuracy and adherence to SEND policies.
2. Prepare and process accounts payable.
3. Prepare and process accounts receivable.
4. Prepare and input regular and recurring journal entries that will produce financial statements.
5. Maintain authorizing documentation for all accounting entries.
6. Bank accounts:
   a. Prepare/make deposits
   b. Reconcile IO bank accounts monthly.
7. Maintain and balance Petty cash box monthly.
8. Maintain historical records by organizing and filing documentation.
9. Prepare information for annual audit.
10. Attend IC Finance Committee:
    a. Take minutes.
    b. Maintain the official record book.
11. Provide input to FRC process by researching currency rates and salary data for countries where SEND has workers.
12. Maintain IO Over/short report and send monthly report to each SEND member.
13. Produce monthly budget reports for IO departments.
14. Receive SEND receiving area reports monthly and maintain record of all reports received. Follow up on any reports not received on time.
15. Maintain member/employee confidence and protect operations by keeping financial information confidential.
16. Contribute to IO team effort by accomplishing tasks as needed or requested, i.e. washing dishes during MOP, participating in campus clean up days.

17. Any other duties or responsibilities as deemed appropriate and necessary by the International Treasurer.

Skills/Qualifications

- Two to three years' experience with complete bookkeeping system
- Proficiency in accounting software, Windows, Microsoft Office/Excel
- Analyzing information, data entry skills, attention to details, confidentiality, thoroughness, verbal communication, organization.
- Non-profit experience a plus

Term of Service

The appointment to this full-time position will begin October 1, 2015 with a yearly evaluation.