

**EASTRIDGE CHURCH
ASSISTANT BOOKKEEPER
JOB DESCRIPTION**

REPORTS TO: Controller and Bookkeeper directly, Lead Pastor ultimately.

WORKS WITH: Controller, Bookkeeper, office and ministry teams

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Accounts Payable

- Review and organize bills and disburse them to the proper department/person for approval and account coding
- Enter approved and coded invoices into the AP Module
- Allocate corporate credit cards and vendor credit cards based on receipts received, and enter into AP module
- Run checks weekly, prepare them for signers to review and sign
- Prepare checks for mailing
- File vendor invoices weekly into vendor files
- Other AP projects

2. Accounting Office

- Prepare budget reports, investigate differences by reviewing invoices, for review by the Controller, then disburse to ministry/department heads
- Pull reports and record tuition express payments
- Enter recurring monthly general journal entries
- Reconcile petty cash box and prepare check for the bank
- Office filing and assistance in electronic file organization, scanning and helping to archive paper files to electronic, and move current paper processes to paperless
- Assist with year-end requirements, and audit preparation
- Other accounting projects

ESSENTIAL SKILLS REQUIRED FOR SUCCESS: The Assistant Bookkeeper must be a positive and hard working person. A quick learner, with strong computer skills and knowledge of word and excel. Personal integrity and holiness are part of the job. This is more than a work position it is a representation of the Lord and the ministry of Eastridge. The ability to hold confidential information is vital in this position. A "can do" spirit and a commitment to strong teamwork will open the path for great success.