



**OPERATION LOVE**  
MINISTRIES

<b>Job Title:</b>	Bookkeeper		
<b>Location:</b>	620 E 21 <sup>st</sup> Street, Anderson, IN	<b>Travel Required:</b>	Weekly in-county travel required
<b>Level/Salary Range:</b>	Salary/Commensurate with experience	<b>Position Type:</b>	Part-Time
<b>Work Schedule:</b>	Flexible, per deadlines required for bill pay/payroll/etc. Average 10 hours/week	<b>Date posted:</b>	04/03/2023
<b>Direct Supervisor:</b>	Executive Director	<b>Posting Expires:</b>	Open until filled

**Resumes Accepted By:**

<p><b>E-mail:</b> abaker@operationloveministries.org Subject Line: Bookkeeper Position <b>Attention:</b> Andrea Baker, Executive Director</p>	<p><b>Mail:</b> Please do not mail or physically drop off resumes</p>
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**Job Description**

**Role and Responsibilities**

Operation Love Ministries seeks an individual with 3-5 years experience in finance, accounting, or office management, strong organizational skills, and an ability to problem-solve and understand financial processes and structure. Under direct supervision from the Executive Director, the Bookkeeper will perform the following general functions:

- Pick up, Process, and Maintain Records of Income, In-Kind Donations, Accounts Payable, and Payroll
- Generate weekly, monthly, quarterly and annual finance reports, ensuring communication of financial status to Executive Director
- Working with the accountant, ensure compliance with state and federal regulatory agencies
- Keep Executive Director advised of process improvement suggestions and other financial updates as needed.

To meet these general functions, the Bookkeeper will perform the following specific tasks:

**Weekly:**

**Tasks**

- Pick up mail from the PO Box at the Anderson Main Street Post Office
- Create sales receipts and deposit entries in Quickbooks. Physically make deposits at STAR bank.
- Enter Accounts Payable invoices into Quickbooks. Generate checks and/or pay invoices online after receiving approval and expense account verification from Director, Board Chair, or Board Treasurer.
- Update Quickbooks records with information received regarding changed addresses, deceased individuals, or name changes as necessary.
- Maintain files for all receipts, payroll reports, HR records, A/P check documentation, etc.

**Reports/Acknowledgement**

- Generate weekly acknowledgement letters for individual or sporadic business/church donations received.

- Provide weekly A/P report for approval and Income by Customer detail report (weekly deposit detail).

**Semi-monthly:**

**Tasks**

- Generate payroll and report for all employees using Quickbooks Intuit software (paid monthly on the 15<sup>th</sup> and 31<sup>st</sup>, or nearest M-Th weekday prior to these dates). In Quickbooks, transfer funds from useable account to payroll account. Use STAR bank to submit payments for direct deposit (must be submitted before 2pm to post on the next available business day). Make copies of all check stubs, giving original to employees and filing copies in payroll files.
- Generate payments for any payroll-related child support or garnishments, contract employee payments, and payroll taxes, filing copies as needed.

**Monthly:**

**Tasks**

- Prepare and pay Federal Income Tax online. Enter by the 10<sup>th</sup> each month to ensure that payment posts on time (by the 15<sup>th</sup>). Post payment to Quickbooks.
- Prepare and pay IN State Payroll Tax online. Enter by the 25<sup>th</sup> each month to ensure that payment posts on time (by the 30<sup>th</sup>). Post payment to Quickbooks.
- Reconcile Executive Director's credit card to expense accounts listed with provided receipts.
- Enter in-kind donations into Quickbooks (by receipts of exact goods provided, monthly poundage of household goods, monthly poundage of food, and volunteer hours).
- Reconcile the Star Bank statement in Quickbooks. Print report once reconciled and file with statement.

**Reports/Acknowledgement**

- Provide monthly summary of income by customer detail (deposit detail) report, balance sheet (cash report), Profit and Loss Report, Budget versus Actual report (year to date), as well as a summary of in-kind donations for the month.

**Quarterly:**

**Tasks**

- Payroll: Submit quarterly 941 report to the IRS and quarterly report for IN Workforce Development.

**Reports/Acknowledgement**

- Generate acknowledgement letters for regular monthly church and business donors.
- March and September: Generate donor report in Quickbooks with names, addresses and total monetary donations for the prior 12-month period (used for appeal letters in April and October).

**Annually:**

- After all receipts have been entered from December, request an end of year template from the Executive Director and prepare year end statements for all donors within the fiscal year (Jan 1<sup>st</sup>–Dec 31<sup>st</sup>). Generate donor report in Quickbooks with names, addresses and total amounts (monetary and in-kind separately) donated for the year. Print letters and envelopes prior to Jan 15th. Letters must be mailed by Jan 31st.
- Generate Payroll report for fiscal year (Jan-Dec) to send to accountant to prepare W-2s and 1099s.

### **Qualifications and Education Requirements**

Accounting or Finance degree, or related 4-year degree with experience in accounting, budgeting, office management, or finance. Candidates must have at least 5 years related experience, or an equivalent combination of years of postsecondary education and related experience to qualify for this position (for example, 4 year degree with 1 year of experience or 2 year degree with 3 years of experience). Candidates must be computer literate and proficient with Microsoft Office products as well as cloud-based applications. Experience with Quickbooks or similar tool, or confidence and ability to problem-solve and navigate complex computer software is necessary.

### **Preferred Skills**

The ideal candidate for this position will be highly organized, task-oriented, and detail-minded in order to complete financial and administrative tasks in a timely and efficient manner. A successful candidate will have the ability to analyze and gather information, problem-solve, and assess financial information. This position requires integrity, discretion, timeliness, and extreme attention to detail. Candidates comfortable in working with communities of faith are preferred. Reliable transportation required.

### **Background & Work Environment**

Operation Love Ministries (OLM) reaches out as the hands and feet of Christ in Madison County to provide tangible goods and services to those in need. OLM is a faith-based organization governed by board members from Alliance Churches in Madison County, providing assistance to those in need through material goods pantries, human services programs, and annual giveaway programs. Clients are not required to participate in any religious activities to receive OLM services.

OLM is located in a three-story building with stairs at all entrances. This position will perform light physical activity and repetitive motions such as filing, copying, typing, and considerable periods of time sitting at a computer workstation. This position also requires some local travel and a reliable vehicle for specific weekly job duties of mail pickup and deposit drop off. Telecommuting is available for this job, with hours and schedule as agreed upon by the Executive Director and employee, with at least some time between the hours of 9-11:30 or 1-3:30 Mon-Thurs required.

### **How to Apply:**

Send cover letter and resume by e-mail to:

[abaker@operationloveministries.org](mailto:abaker@operationloveministries.org)

Please, no mail or drop-offs of resumes. Calls regarding questions about this position are welcomed at 765-644-2121 x 1.