

## **JOB DESCRIPTION**

**JOB LOCATION:** Vancouver, WA

**JOB TITLE:** Full-Time Assistant Bookkeeper -

**REPORTS TO:** Office Manager

**POSITION PURPOSE:** To provide bookkeeping support for the day-to-day financial activities of the organization while providing administrative support. We are looking for a new Assistant Bookkeeper to join our dynamic global team.

### **AREAS OF RESPONSIBILITY AND AUTHORITY**

- Basic bookkeeping tasks, accounts payable/accounts receivable to include:
  - Timely collection of account receivables
    - Invoice clients
    - Assist with bank deposits
    - Send out monthly statements
    - Make collection calls
    - Process payment plan arrangements
    - Collect quarterly EC revenue reports and invoice centers
  - Process approved payables and when necessary make payment arrangements with vendors
  - Process reimbursements and expense reports
  - Update petty cash logs for Vancouver Center
  - Process check requests
- Respond to all financial inquiries
- File and maintain Vancouver office financial records
- Provide support to global loan fund
  - Generate and send investors statements
  - Send payment reminders to borrowers
    - Apply late fees to loan records
  - Add loan interests to lender and borrower loans in Quickbooks
- Admin Support
  - Inventory management
  - Process fulfillment orders (Fulfillment currently outsourced)
  - Monitor office supply levels and reorder when necessary
- Other tasks as assigned

### **QUALIFICATIONS:**

- A Christian and in agreement with our statement of faith. Click [here](#) for a copy of our *statement of faith*.
- Ability to maintain confidentiality and discretion



- Detail-oriented with strong organizational skills
- Ability to multitask
- Hardworking and personable
- Ability to work with people from various cultures
- General bookkeeping experience with some knowledge of payroll
- One to two years of Quickbooks online experience preferred
- Knowledge and experience with Excel, GoogleDrive, Microsoft office suites
- Strong aptitude to learn new technology
- Strong time management skills

**Compensation and Benefits:**

- Paid Vacation
- 8 full days and 3 half days paid holidays
- 3 days of sick leave and 2 personal days a year

**Other Employee Benefits Includes:**

- Complimentary Diamond membership to Nehemiah's E-Community
- Weekly staff devotional/prayer
- Work with a growing global team
- Complimentary access to events such as Nehemiah Week, enriching seminars and global forums

Nehemiah Project International is a non-profit business development and support organization whose mission is to build Kingdom businesses globally. We work in partnership with marketplace ministries, educational institutions, associations, churches, and individuals around the world. We are blessed with a dynamic growing global team who love the Lord deeply and care for each other. We are a family who pray together and for each other.

**Pay Scale:** \$16 - \$20 per hour

