

JOB DESCRIPTION

Job Title:	Bookkeeper / Accounting Specialist
Location:	Guam
Department:	Administration & Finance
Reports to (Title):	Finance Director

Classification: <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Volunteer/Missionary <input type="checkbox"/> _____	Salary Basis: <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> Hourly <input type="checkbox"/> _____	40 Hours / week: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> _____ <i>Note: Overtime must be pre-approved.</i>
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JOB PURPOSE SUMMARY (GENERAL DESCRIPTION)

Perform work, including but not limited to performing work of a diverse character; serving as a bookkeeper; conducting invoice activities, and manage all receivables. Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.

KEY RESPONSIBILITIES (NATURE OF WORK)

- Serve as a bookkeeper or accounting specialist.
- Manage the receivables.
- Assist with handle accounts; make bank deposits; maintain ledgers; prepare financial statements and reports including the profit and loss statement and balance sheet; receipt money; reconcile bank account; set up cash box for events; collect funds; assure expenditures are in accordance with code balances for item acquisition;
- Keep the supervisor informed as to the balances of internal accounts.
- Provide inventory support. Enter new equipment obtained with local funds into the fixed asset information system, tag new equipment, enter data into the inventory, prepare inventory report, and account for all fixed asset equipment owned by the company.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Resolve accounting discrepancies.
- Interact with external auditors in completing audits.
- Other duties as assigned by the supervisor.

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JOB QUALIFICATIONS (EDUCATION AND TRAINING)	
<ul style="list-style-type: none"> • Must have a Bachelor’s degree in Accountancy, Commerce, Business Administration or Finance as a minimum requirement. • Has in-depth knowledge about not-for-profit organization: cash flow management, planning taxes and finances. • Knowledge of bookkeeping and generally accepted principles of accounting • Knowledge of accounting techniques and procedures • Knowledge of maintaining account balances and reporting on their status • Must have an understanding of fund accounting and generally accepted accounting practices, budgeting, insurance and automated accounting systems. • Must have at least two years of work experiences related to not-for-profit organization, preferably an educational institution. • Must be able to work independently and demonstrate performance as a team player. • Must provide a pastoral reference that shows an exemplary Christian testimony and active participation in a local church fellowship. • Must sign a statement of agreement with the institutional doctrinal statement. • Must possess the desire to minister to students and staff. 	