



## OVERVIEW

The main objective is to serve Destiny Foursquare Church in a capacity as bookkeeper.

## RESPONSIBILITIES

- Accounting for accounts receivable/payable
- Weekly, monthly, yearly reports
- Calculating data
- Process congregational offerings.
- Manage incoming funds and deposits.
- Track all receipts.
- Assist Senior Pastors and Treasurer with ongoing tasks as needed.

## REQUIREMENTS

- Integrity
- Bookkeeping accuracy
- Attention to detail
- Organization
- Adhering to deadlines
- Multi-tasking
- Computer competency
- Confidentiality with sensitive company information

*The continuation or modification of this role will be assessed at the one year mark.*