

SPORT*REACH*

Ministry Bookkeeper (Volunteer)

Purpose

The Bookkeeper will help SportReach to extend the reach of local churches worldwide through administrative assistance and financial accountability.

Responsibilities (Estimated at 8 hours a week)

- ◆ *To process and pay bills.*
- ◆ *To deposit, record and receipt income for the ministry and staff.*
- ◆ *To track personal support income and frequently notify staff of giving.*
- ◆ *To administer monthly payroll process.*
- ◆ *To update and manage ministry wide data base.*
- ◆ *To help with other operations to support the advancement of the ministry.*

Personal Expectations

- ◆ *To hold a personal belief in the value of using sports for evangelism and discipleship.*
- ◆ *To continually pursue a growing relationship of grace and truth with Jesus Christ.*
- ◆ *To improve professionally in the skills needed to best honor God.*
- ◆ *To work as a strong team member with the other SportReach staff.*
- ◆ *To accept the vital role of this position to the ministry, although it is volunteer.*

Skills Needed

- ◆ *Knowledge of or ability to learn bookkeeping processes using QuickBooks.*
- ◆ *Natural attention to detail and ability to accurately process information and numbers,*
- ◆ *Competence in Microsoft Word, Microsoft Excel and Microsoft Outlook*

Accountability

The Bookkeepers role will span across all areas of SportReach with direct accountability to Missions Abroad Director, Kelly Jessen.