

**Christ Clinic
Position Description**

Position Title: Bookkeeper (Part-time)

Reports to: Executive Director

FLSA: Non-Exempt

Project Team: TBD

Unit Team(s): TBD

Mission

Christ Clinic
Christ Clinic extends the healing ministry of God by offering high quality healthcare and health related services to those who are uninsured or underinsured. We serve those in need with love, compassion, respect and dignity.

Values: Respect, Honesty, Integrity, Balance, Transparency, Quality, Stability, Diversity & Inclusion, Enjoyment, Empowerment, Creativity, Compassion, Selflessness

Summary: The Bookkeeper creates financial transactions and generates reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy. The Bookkeeper should be able to practice adaptability to adjust to changes, demonstrate abstract and creative thinking, exert comfortability in decision making and execution of solutions, recognize opportunities for improvement, formulate ideas and understand the relationships between Project Teams and Unit Teams within the organization.

Competencies

Know How – Technical Knowledge (Functionality/Technical Skills):

1. Tags and monitors fixed assets, restricted funds, etc.
2. Pays supplier invoices in a timely manner.
3. Generates deposits from donations and program service revenues.
4. Ensures that receivables are collected promptly.
5. Records cash receipts and makes bank deposits.
6. Conduct a monthly reconciliation of every bank account in timely manner before monthly Finance Committee meetings.
7. Conducts periodic reconciliations of all accounts to ensure their accuracy.
8. Maintains the petty cash fund.
9. Provides information to the external accountant who creates the company's financial statements.
10. Assembles information for external auditors for the annual audit.
11. Calculates and issue financial analysis of the financial statements.
12. Maintains an orderly accounting filing system.
13. Maintains the chart of accounts.
14. Maintains the annual budget and assists in direct coding of expenses by setting up systems in accounting software (QuickBooks) to separate expenses out by department.
15. Calculates variances from the budget and reports significant issues to management.
16. Complies with local, state, and federal government reporting requirements.

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17. Processes payroll in a timely manner.
18. Provides clerical and administrative support to management as requested.
19. Follows accounting policies and procedures.
20. Completes a quantity and quality of work output that is within acceptable standards.
21. Uses resources effectively; manages time well.
22. Demonstrates an active interest in enhancing current skills and learning new ones.
23. Applies advanced functional or technical knowledge to foster innovation and complex problem-solving process.
24. Demonstrates an exemplary level of accomplishment in job performance.

Know How – Technical Learning:

1. Demonstrates an affinity for quickly learning, integrating, and applying cutting-edge technical skills and knowledge.
2. Skillfully applies new technical knowledge toward innovation and performance improvement.
3. Seeks out opportunities to apply technical innovation to organizational problems.
4. Demonstrates self-discipline, persistence and self-motivation.
5. Can work will independently with minimum supervision yet knows when to ask for help.
6. Develops clear action plans and timelines to drive action.

Problem Solving – Thinking Environment & Thinking Challenge:

1. Understands and appreciates the origins and reasoning behind key policies, practices, and procedures.
2. Involves oneself in the evolution of key policies, practices, and procedures.
3. Diplomatically communicates with others.
4. Strives to keep the lines of communication open at all levels of the organization.
5. Displays an appropriate sense of humor.
6. Displays active listening skills.
7. Uses a combination of logic, analysis, experience, wisdom, advanced methods and other resources to make sound, timely decisions and to solve problems.
8. Demonstrates the ability to solve complex, difficult and intractable problems.
9. Creates effective and innovative solutions.
10. Delivers solutions that have a positive, far-reaching and comprehensive organizational and/or community impact influencing future events and directions.

Organizational Tactics – Planning, Negotiating, Directing Others & Comfort around Authority:

1. Consistently crafts solutions with maximum value for all parties.
2. Is a masterful negotiator; is sought out by organizations to mediate prolonged, complex and difficult disputes.
3. Is a master communicator while giving direction and vision to groups and organizations.
4. Sets clear, stretching goals and assigns responsibilities that are the best fit.
5. Inspires others to do things the most effective way based on the group's collective knowledge of patterns of success.
6. Actively encourages dialogue about work plans.

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7. Adept in assessing how others think and act.
8. Respects diversity; treats others with respect.
9. Able to adapt own demeanor and approach to influence others.
10. Gains complete confidence and trust of authority figures by exhibiting demeanor and actions that put others at ease.

Community Tactics – Strategic Agility and Innovation & Creativity:

1. Recognizes strategic opportunities for change, has a well-rounded perspective.
2. Articulates visions of possibilities and likelihoods with broad knowledge and perspective.
3. Recognizes viable creative ideas of others and brings them to the table to begin thinking of ways to implement them.
4. Creates highly effective strategic vision and has an uncanny sense of how situations can unfold.
5. Prepares well in advance to take fullest advantage of the changing environment.
6. Creates competitive and breakthrough strategies and plans.
7. Generates an attitude of enthusiastic expectancy in others regarding change and challenge.
8. Pursues new methods and solutions, thinks outside the box, connects disparate ideas, is unafraid to use unorthodox methods.
9. Uses analysis and cross-pollination of information from one situation to another to solve problems.
10. Brings out the best in others in brainstorming settings or one-on-one interactions.
11. Leads others to discover new connections and new solutions.

Education and/or Experience: The Bookkeeper should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Experience with QuickBooks accounting software required. Should be very detail oriented.

Physical Demands: While performing the duties of the job, the Bookkeeper is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and can read a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Work Environment: The work environment is a small, busy office located in Katy, Texas. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Bookkeeper

Date

Executive Director

Date