

# JOB DESCRIPTION

## BOOKKEEPER

Common Ground Church is seeking to employ a dedicated individual with strong administrative and financial bookkeeping skills. The ideal applicant would be someone with high capacity to manage various financial projects from start to finish. At least 2 years' experience in Evolution Accounting and bookkeeping would be advantageous for this position. Being part of the finance team will require working full time (40 hours) and occasionally overtime during busy periods. It would be preferable if the applicant is a member of one of our Common Ground congregations.

### The successful candidate must:

- Be a competent communicator;
- Be approachable and trustworthy;
- Have excellent interpersonal skills & display the ability to develop positive working relationships with individuals & teams;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Have the skill to multi-task and handle financial projects across multiple congregations;
- Be adaptable to new projects and requirements;
- Have advanced attention to detail;
- Have excellent time management & organisational skills;
- Be highly proactive & have good self-leadership skills;
- Have good problem-solving and decision-making skills;
- Have experience with bookkeeping programmes & excel.

### Roles & Responsibilities (include, but are not limited to):

#### **1. Cashbook Processing**

This requires daily reconciliation of church bank accounts as well as monthly processing of petty cashbooks.

#### **2. Financial Reporting**

Weekly reports for the events & operations team. Weekly and monthly reports for Common Ground Church.

#### **3. Refunds**

Support elders and staff in processing refunds.

#### **4. General**

General daily, weekly and monthly responsibilities include the collection and reallocation of counting team books, petty cash, filing and archiving financial documents.

Please submit your motivational cover letter and C.V. to  
[genevieve.r@commongroundchurch.co.za](mailto:genevieve.r@commongroundchurch.co.za)  
Applications close on the 7<sup>th</sup> of November 2017.