



25W560 Geneva Rd. Suite #30 – Carol Stream IL 60188 – www.leadertreks.com - 630-668-0936

LeaderTreks Bookkeeper Job Description – (Part Time 20 hours per week).

Responsible to: Executive Director

Accountabilities

Manage the day-to-day bookkeeping for LeaderTreks. The LeaderTreks Bookkeeper manages accounts payable and receivable, payroll, donations, and other accounting systems.

Bookkeeping

- Accounts Receivable: Process all incoming payments – credit card and checks. Manage all deposits and deliver to the bank in a timely manner.
- Accounts Payable: Pay all outstanding bills utilizing online bill pay, or paper checks when necessary.
- Manage finances utilizing Intuit's QuickBooks Online system.
- Process all incoming trip/event contracts and all trip payments.
- Manage donors: process donations and allocate them to the correct ministry accounts. Generate year-end receipts to all donors and regular account updates to ministry staff.
- Manage payroll: this is done electronically on the first and fifteenth of the month. Pay all payroll taxes.
- Create financial reports when necessary.
- Process all trip and LTE "morgues." This is how we track and manage trip finances.
- Manage the USPS mail. Open all incoming mail and sort it accordingly.
- Keep detailed and organized files to ensure accuracy and fulfill legal requirements.
- Work with our Accountant to create the year-end reports, file taxes, and the like.

Other Duties

- Ensure accuracy of e-commerce orders via Salesforce.
- Assist in contracting groups via Salesforce.
- When necessary, assist other office staff with projects.
- Assist Executive Director with other administrative tasks when necessary.

Position Qualifications

- Mastery of QuickBooks, preferably QuickBooks online. Minimum 3 years experience with QuickBooks.
- 3 years experience with bookkeeping and financial management.
- Ability to use Microsoft Word and Excel.
- Experience using Salesforce preferred.
- Experience processing donations in a non-profit setting preferred. Experience with DonorSnap preferred.
- A high level of integrity and the ability to keep necessary information confidential is critical.

Founded in 1994 and located 25 miles west of Chicago, IL, LeaderTreks is a Christian non-profit organization that exists to "Develop leaders to fulfill the Great Commission." LeaderTreks seeks to employ individuals who are committed to our mission and share our core values.

If you are interested in this position please send your resume via email to john@leadertreks.com.