



Youth Investment Foundation / Timber Bay

Job Title:	Bookkeeper	Funding:	Non-Support Raise
Position Category:	Administrative	Classification:	Exempt: Admin White Collar
Location:	Timber Bay Central Services 1364 Hamel Rd, Medina MN 55340	Travel Required:	No
Salary or Hourly Pay Range:	Salary / Hourly Starting \$41K-45k / \$21-25 hr	Position Type:	Full-time 30 - 40 hrs
Reports To:	Chief Operating Officer	Date Posted:	10/1/2021
Assigned Trainer / Coach:	Comptroller	Posting Expires:	12/1/21 Start Date

External Posting URL:	External Posting URL
Internal Posting URL:	Internal Posting URL

Applications Accepted By:	
FAX OR EMAIL: 763.478.0501 or lauratolifson@timberbay.org Subject Line: Interested in Position	MAIL: Laura Tolifson Youth Investment Foundation / Timber Bay PO Box 316 Medina, MN 55340

Job Description
<p>PURPOSE:</p> <p>The purpose of the Bookkeeper is to manage and maintain the financial records of the organization.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Bookkeeper is key to accomplishing our purpose and will honor Jesus Christ with professionals in the community. A professional approach to Timber Bay means relating to youth, staff, donors, and stakeholders in love, with objectivity, a moral ethic, and confidentiality. The Bookkeeper maintains accurate recordings of the organization's financial data under Generally Accepted Accounting Principles (GAAP) and the implementation of internal controls of the organization. Responsibilities of the Bookkeeper focus on four areas:</p> <ul style="list-style-type: none"> ● Record financial transactions. ● Update and maintain financial records. ● Manage accounts using specialized software. ● Track organizational income and expenses. <p>Specific responsibilities can include:</p> <ol style="list-style-type: none"> 1. Help the organization move from QuickBooks Desktop to QuickBooks Online. 2. Reconciling organizational bank statements. 3. Verifying gift income with Donor Services as needed.

4. Performing accounts payables in a timely manner.
5. Generating and delivering needed financial and tax reports.
6. Performing and tracking payroll for the 15th and the End of Month pay periods.
7. Paying approved staff expenses.
8. Managing the proper transfer of funds within the organization.
9. Preparing for and communicating with external auditors.
10. Communicating any financial and bookkeeping errors or concerns to the Chief Operating Officer.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Because of the nature of our work with at-risk youth, we hire people with a high level of integrity and compassion for at-risk youth. As the Bookkeeper, you come to Timber Bay with:

- Your personal life is in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- Education and/or experience in bookkeeping, payroll, depositories, and audit preparation.
- Proficient in bookkeeping skills, QuickBooks Online, and comfortable learning and using various 3rd party bookkeeping apps such as Bills.com and Expensify.
- A completed application on file with a cleared background check and thorough reference check.
- A signed Code of Conduct, Statement of Faith, and Confidential Agreement on file.
- A desire to follow through with our training process.

SKILLS, GIFTS, AND TALENTS

The Bookkeeper performs their ministry out of the skills, gifts, and interests they already possess. Strong administrative skills, people skills, listening skills, accounting, and financial skills, along with an eye for detail and being a part of work teams are important skills to possess and grow in.

ADDITIONAL NOTES

The Bookkeeper will:

- Understand and maintain the standards of the Evangelical Council of Financial Accountability (ECFA).
- Will also be trained in and follow our business and ministry management practices, safety protocols, and working procedures.
- The candidate understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at-will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time