

FULL CHARGE Bookkeeper



HOPE FOR THE HEART is a non-profit Christian ministry with a mission to equip people with biblical principles to renew lives, restore families, revitalize churches and reproduce influencers-worldwide. To accomplish this mission we produce radio broadcasts, Bible-based counseling resources, provide training on peer-to-peer biblical counseling, discipleship and leadership development.

HOPE FOR THE HEART offers a smoke-free, drug-free workplace with an atmosphere of genuine care, support and love through Jesus Christ; ministering to one another and all who seek help and hope.

Location: The Hope Center - Plano, Texas

Type of position: Full-time, Exempt

Department: Finance

Reports to: Finance Manager

Position Summary:

- This position requires discretion of independent judgement in matters of significance related to the outlined responsibilities. Successful performance of the work requires an advanced knowledge of non-profit accounting practices and procedures, fund accounting and fiscal management. Responsibilities include direct contact with Ministry Team Directors, Team Managers and other staff regarding monthly reports, expenditure accounts, and the automated purchasing and financial reporting system.

Major Elements:

- **Accounting Functions:** Responsible for financial reporting while maintaining internal control processes. Assists with analyzing and verifying fiscal records and reports, preparing various financial forms, reports, schedules and related work as required. Includes, but not limited to: Accounts Payable, Expense Report Processing, Preparation of Annual 1099-MISC Forms, Deposits, Till Reconciliation, Finance Systems Training and Month End Processes.
- **Records Management:** Responsible for recordkeeping of financial documents. Assist with transitioning to a paperless / electronic filing system.
- **Team Member Contribution:** As a representative of our mission and core values, actively contributes to the improvement of our operations, and provides prayerful support to customers.

Education Requirements:

- Bachelor's degree in Accounting from four-year college or university preferred; or three or more years related experience and/or training; or equivalent combination of education and experience, sufficient to successfully perform the essential duties of the job. Non-Profit accounting experience is preferred.

Additional Qualifications & Experience:

- Word – Advanced
- Outlook – Advanced (scheduling meetings, delegation, shared calendars/contacts)
- Excel – Intermediate to Advanced (rows, columns, formatting, headers, basic formulas)
- Intacct or QuickBooks experience.
- Studio Enterprise experience
- Able to keep confidentialities

Character/Spiritual Qualities: Possess a desire to actively minister to others within and outside the ministry; whether they are vendors, constituents, partners or volunteers. As such, each team member is called to actively impact others with Biblical principles for Christian living through sharing in prayer, scripture references, Biblical illustrations, and personal testimony.

To discover more about our ministry, please visit our website and review our Statement of Faith, at www.HopeForTheHeart.org.

To Apply for This Position:

Please email your resume and cover letter to

Jobs@HopeForTheHeart.org.

No calls, please.