



**CRYSTAL**  
**women's**  
**clinic**

*A Ministry of Robbinsdale Women's Center*

## **BOOKKEEPER**

---

The Bookkeeper is responsible for assisting the Director of Operations in a variety of accounting areas with a primary focus on electronic accounts receivables, electronic deposits, account reconciliations, pledge reminders, donor receipts, company matches, human resource deadlines, and emails. Oversee the Accounting Assistant in processing non-electronic donations such as checks and cash. Attend fundraising events and process, receipt, and balance those donations in a timely manner.

---

**POSITION TYPE:** Part-time up to 20 hours per week

**REPORTS TO:** Director of Operations (DO)

### **POSITION RESPONSIBILITIES**

#### **General**

Process electronic accounts receivables and oversee non-electronic receivables. Balance Quickbooks, Fundeasy, and Stripe to Bloomerang donor database and bank reconciliations. Data entry of electronic donations following major fundraising events.

Manage all accounting files and maintain best practices. Perform additions and changes to Bloomerang donor database. Assist DO in preparing financial reports and in pre-preparation of the annual budget.

Supervise the Accounting Assistant in the non-electronic account receivables, deposits, account reconciliations, in-kind donations, pledge reminders, company matches, emails, and receipt letters.

Assist DO with human resources updates and deadlines. Attend scheduled staff meetings.

#### **Self-Development**

Participate in appropriate workshops and training sessions to ensure continuing education requirements are met.

## **POSITION QUALIFICATIONS**

### **Faith**

- Demonstrates faith in Jesus Christ and exhibits strong dedication and commitment to the sanctity of human life.
- Participate in staff prayer.
- Upholds the center's policies and procedures, especially the religious principles in the statement of faith and the code of Christian conduct.
- Supports the religious mission of the clinic.

### **Accounting**

- Knowledge of using QuickBooks, Excel, Word, and is capable of learning donor database.
- Experience and education in accounting and financial reports.
- Nonprofit bookkeeping experience preferred.
- Committed to the highest accuracy standards and can meet deadlines.

### **Education**

Bachelor's degree or equivalent experience.

### **Character**

- Able to take direction and complete a task in a timely manner.
- Be flexible with being assigned to different tasks.
- Consistently maintains a positive and cheerful attitude and works well as a team member.
- Strong sense of responsibility and integrity in their work ethic.
- Must respect the confidentiality of clients, donors, and other sensitive information.
- Must agree to CWC Code of Conduct, Commitment of Care, and Statement of Faith.