

Child Evangelism Fellowship® of Florida

Local Bookkeeper/Office Administrator

EMPLOYEE: _____

IMMEDIATE SUPERVISOR: Area Director

GENERAL RESPONSIBILITIES

The local office manager/bookkeeper is charged with handling the daily tasks associated with the operation of the local chapter CEF® office. The local office manager/bookkeeper will work in cooperation with the Executive Local/Local director and state office manager to ensure that the office works efficiently and smoothly and in a way that honors the Lord. Specific responsibilities include, but are not limited to:

1. Routine office work (telephone support, filing, making copies, mail, mailings, etc).
2. Banking – Oversee the chapters' checking/savings accounts.
3. Accounts Receivable/Accounts Payable, including administrative fee to state office by 15th of following month.
4. All data entry in QuickBooks, including invoicing, donations, expenses, credit card and bank reconciliations.
5. Review and submit accurate monthly balance sheet, detailed bank reconciliation, standard P&L for the current month and detailed year-to-date P&L report for local committee and state board.
6. Review and submit an accurate budget variance report quarterly for the local committee and state board.
7. Review chapter monthly detailed profit and loss statements and balance sheets for accuracy including following up with corrections that need to be made.
8. Work with local director and committee to complete annual budget worksheet.
9. Meeting, Conference and Event Planning.
10. Manage Planning Center database.
11. Maintain office manager section of Teams.
12. Effectively communicate and liaison with state office manager.
13. Generate and acknowledge receipts for all donations.
14. Assist with correspondence for the area director.
15. Facilities management, supplies, etc.
16. Prepare mailings using Planning Center and Mail chimp (i.e. newsletter, quarterly receipts, etc.)
17. Manage the child protective screening process.
18. Manage usage fees, contracts, insurance certificates, etc. for Good News Clubs in local schools or facilities.
19. Maintain office manual with procedures and passwords.
20. Track Background Check Authorization, Statement of Faith, Child Protection Policy, and Worker's Compliance Agreement on an annual basis according to CEF policies.
21. Provide input into monthly newsletter and social media updates.
22. Other duties or special projects as requested by the executive/local director.

I have read and agree to comply with this job description as well as the USA Operations & Policy Manual and Employee Handbook.

Signature

Date