



Job Description: “Full Charge” Bookkeeper

We are currently seeking candidates for the position of Bookkeeper who have excellent organizational skills and are deeply passionate about the Gospel and FFPC’s mission. Qualified candidates will demonstrate strong initiative, technical capability, self-motivation, and problem-solving skills.

REPORTS TO: FFPC President

HOURS: Full or Part-time

COMPENSATION: Full time salaried position with some benefits OR part time hourly independent contractor around 20 hours per week. Competitive pay.

KEY RESPONSIBILITIES

- To accurately record all day-to-day financial transactions
- Maintaining the general ledger and company posting process
- Paying bills
- Recording deposits
- Handling bank reconciliations
- Handling payroll for clients and the organization in a timely manner
- Performing various quarterly and annual payroll reports
- Filing 1099s
- Preparing monthly financial reports
- Preparing reports for tax preparers
- Ensuring legal requirements compliance
- Monitoring benefit programs
- Other supportive administrative duties as needed

JOB QUALIFICATIONS/REQUIREMENTS

Education, Skills, and Experience

- Applicants must have an accounting degree or minimum of three to five years’ work experience in all areas stated above.

- Must be proficient in Quickbooks and Excel.
- Excellent communication skills
- Detail oriented
- Able to work alone and with a team

Character/Spiritual

- Mature Christian, currently attending or pursuing attendance in a local church.
- Agreement with and adherence to FFPC's Statement of Faith and Statement of Values.
- Demonstrated commitment to FFPC's mission and position on core issues.
- Ability to work discreetly with confidential data. Trustworthy and responsible.
- A high level of professionalism. Exhibits a servant heart.

INSTRUCTIONS: **IMPORTANT:**

Email resume and a cover letter *with salary requirements* to media@FLfamily.org or fax to 407-251-0023. No Personal Phone Calls to the President or FFPC Staff Please.