

Job Title: Bookkeeper and Administrative Assistant
Organization: Momentum Ministry Partners
Reports to: Executive Director of Administration
Employment Status: Part-time, 25 hours per week
Location: Hybrid / Remote



POSITION SUMMARY

The Bookkeeper and Operations Assistant supports the day-to-day financial and administrative work of Momentum Ministry Partners. The position serves as the primary operational liaison with Jitasa, the organization's outsourced accounting provider, and helps ensure that payment requests, transaction coding, credit card documentation, deposits, and related records are complete, accurate, and submitted on time. The role also provides practical administrative support to the Director of Administration.

This position is responsible for preparing and coordinating financial information, not for maintaining the organization's full accounting records. Jitasa remains responsible for outsourced accounting functions, and designated staff retain approval authority and oversight.

ESSENTIAL RESPONSIBILITIES

Jitasa Coordination and Transaction Support

- Serve as the primary day-to-day contact with Jitasa for routine accounting questions, document requests, transaction follow-up, and workflow coordination.
- Gather, review, and organize supporting documentation requested by Jitasa, following up with staff when information is incomplete or missing.
- Assign or recommend appropriate account, department, program, grant, class, or other coding for transactions and provide that coding to Jitasa.
- Review monthly organizational credit card activity; obtain receipts and business-purpose documentation; code transactions; and submit complete information to Jitasa by established deadlines.
- Research routine transaction questions and coordinate corrections with Jitasa and the Director of Administration.
- Maintain orderly electronic and paper records consistent with organizational procedures and document-retention requirements.
- Maintain discretion and confidentiality when handling financial, personnel, donor, and organizational information.

Payment Processing

- Receive payment and reimbursement requests; review them for required approvals, supporting documentation, vendor information, and appropriate coding.
- Return incomplete requests to the requester for clarification or missing documentation.
- Forward complete and approved payment requests to Jitasa for processing and monitor their status through completion.
- Respond to routine staff and vendor questions regarding submitted payments and escalate unusual, sensitive, or disputed items to the Director of Administration.
- Help maintain vendor records and collect required forms or information, such as completed W-9 forms, as directed.

Mail, Deposits, and Cash Handling

- Check and distribute organizational mail on a regular schedule.

- Identify checks and other items requiring deposit, document their receipt, and prepare and make bank deposits promptly in accordance with internal-control procedures.
- Provide deposit documentation to the appropriate staff member and to Jitasa for accounting purposes.
- Safeguard checks, cash, banking information, and other confidential materials while in the position's custody.

Administrative Support

- Provide routine operational and administrative assistance to the Director of Administration, including document organization, information gathering, follow-up, filing, and coordination of recurring tasks.
- Help maintain administrative calendars, checklists, procedures, and recurring deadlines related to finance and operations.
- Assist with vendor communication, records maintenance, supply or service coordination, and other office functions as assigned.
- Identify process gaps, recurring documentation problems, or approaching deadlines and bring them to the Director of Administration's attention.
- Provide limited backup support for other administrative functions when needed and when consistent with internal-control requirements.

ROLE BOUNDARIES AND INTERNAL CONTROLS

- The position does not enter charitable contributions into the donor database or accounting system and does not issue donor acknowledgments or tax receipts.
- The position may document and deposit contribution checks but must forward the information required for gift entry and receipting to the staff member responsible for donor records.
- The position does not provide final approval for its own reimbursement requests, vendor setup, payment requests, transaction corrections, or other items requiring management authorization.
- Payment approval, bank-signing authority, access permissions, and segregation of duties will be assigned by the Director of Administration in accordance with organizational policy.
- Unusual transactions, suspected errors, potential fraud, conflicts of interest, and confidential or sensitive matters must be promptly referred to the Director of Administration.

QUALIFICATIONS

Required

- Prior bookkeeping, accounts payable, accounting support, or comparable administrative finance experience.
- Working knowledge of transaction coding, supporting documentation, reconciliations, and basic accounting concepts.
- Strong attention to detail and the ability to organize multiple recurring deadlines and follow-up items.
- Proficiency with Microsoft 365 or comparable business software and the ability to learn cloud-based accounting and expense-management systems.
- Clear, professional communication with staff, vendors, banking contacts, and outsourced service providers.
- Dependability, sound judgment, and commitment to accurate and timely work.
- Support for the mission and values of Momentum Ministry Partners.

Preferred

- Associate degree or additional coursework in accounting, business, or a related field.
- Experience working with an outsourced accounting provider.
- Experience with nonprofit accounting, fund or grant coding, Bill.com, QuickBooks Online, or similar systems.
- Experience in a ministry, church, or nonprofit environment.

WORK SCHEDULE AND CONDITIONS

- Approximately 25 hours per week, with the regular schedule established in consultation with the Director of Administration.
- Regular on-site work is required to check mail, handle deposits, and complete office-based responsibilities; some remote work may be permitted based on organizational needs.
- The position requires routine computer and telephone work, handling paper records and mail, and occasional travel to a bank, post office, or local vendor.
- The employee must be able to perform the essential functions of the position, with reasonable accommodation when applicable.

SPIRITUAL AND MINISTRY EXPECTATIONS

- Pursues a growing relationship with Jesus Christ, demonstrated through spiritual maturity, biblical character, and a desire to continually grow in faith (2 Peter 1:5–11).
- Leads with humility and a servant's heart, demonstrating a teachable spirit and a willingness to put others and the mission ahead of self (Philippians 2:1–11).
- Maintains a consistent life of prayer, recognizing dependence on God as foundational to healthy ministry, leadership, and work (1 John 5:14).
- Approaches the role as a ministry calling, not simply a job, seeking to honor Christ and advance the mission of Momentum through everyday responsibilities and relationships.

TEAM AND PROFESSIONAL EXPECTATIONS

- Lives and works in alignment with Momentum's vision, values, philosophy, and leadership, contributing positively to a unified team culture.
- Pursues excellence with integrity, stewarding the time, resources, opportunities, and finances entrusted to Momentum with care and responsibility.
- Takes ownership and initiative, working proactively, following through on commitments, and requiring minimal supervision.
- Works collaboratively, communicating clearly, building trust, and contributing to a healthy and productive team environment.
- Demonstrates dependability and a strong work ethic, consistently bringing focus, diligence, and appropriate urgency to responsibilities.
- Embraces flexibility, willingly adapting to changing needs and taking on additional responsibilities when necessary to serve the mission and the team.
- Represents Momentum well, demonstrating professionalism, humility, respect, and a genuine desire to serve others in every interaction.

ACKNOWLEDGMENT

This job description summarizes the position's primary responsibilities and qualifications and is not intended to describe every duty that may be assigned. Responsibilities may be adjusted based on organizational needs and leadership direction.

Employee Signature

Date

Employee Signature

Date