



Evangelism Explosion International (EEI) is actively seeking a full-time Bookkeeper & Payroll Administrator in our Arden, NC headquarters.

EEI is a ministry that partners with churches across the world to train people how to share their faith in Christ and how to bring people from unbelief to belief. We have a vision of “every nation equipping every people group and every age group to witness to every person” the Gospel of Jesus of Christ. All employees must join in this vision, our mission, and agree to our Statement of Faith.

The Bookkeeper & Payroll Administrator maintains financial records in accordance with GAAP and processes payroll in accordance to all Federal and State regulations and requirements.

Responsibilities:

- Prepares, processes, and records bi-weekly payroll
- Posts revenue and shipping journals to QuickBooks; prepares related journal entries
- Allocates and records all bank and credit card charges/fees and all income earned on investment accounts
- Reconciles all bank and investment-related statements monthly
- Reconciles QuickBooks to DDSE
- Determines Unrestricted and Restricted cash in Deposit Account for bank account transfers
- Maintains deposit reclass spreadsheet and reconciles to QuickBooks and bank
- Assists with monthly closing and preparation of monthly financial statements
- Reviews credit card payables for Unrestricted/Restricted proper allocation
- Assists with year-end audit schedules as assigned
- Assists with the implementation and maintenance of internal financial controls and procedures
- Reviews P&L for reasonableness and accuracy by class
- Performs office cleaning tasks according to the cleaning schedule
- Other duties as assigned

Qualifications:

- Associate’s degree in accounting, business administration, or related field preferred
- Minimum of two years related experience
- Knowledge of office administration and procedures
- Knowledge of general bookkeeping procedures and generally accepted accounting principals
- Proficient in relevant computer applications, including QuickBooks, ADP Workforce Now, Google Apps, and Microsoft Office Suite
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Commitment to excellence and high standards with acute attention to detail
- Strong organizational skills; able to manage priorities and workflow

Key Competencies:

- Diversity and Ethics
- Judgment
- Dependability
- Quality and Quantity
- Planning/Organizing
- Analytical
- Oral and Written Communication
- Interpersonal Skills
- Problem Solving
- Professionalism

Relationships:

- Maintains a healthy relationship with God and an exemplary Christian testimony
- Maintains a healthy relationship with family members (i.e., spouse and children as applicable)
- Functions as a responsible member in good standing of a local church
- Participates in the EE ministry in a local church
- Reports to the Accounting Manager
- Willing and able to cooperate with the leadership and policies of EE
- Relates well and communicates clearly with all EE staff and ministry contacts

Physical Demands and Work Environment: While performing the duties of this job, the employee is frequently required to do the following:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasionally required to lift/push light weights 25-50 pounds
- Specific vision abilities required for this job include close vision, distance vision, peripheral, depth, and ability to adjust or focus
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- The noise level in the work environment usually is quiet

FLSA: This position is non-exempt, hourly, full-time, Monday – Friday.

For more information, email hr@eeworks.org

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