



**TERRI SAVELLE FOY**  
MINISTRIES

## **Bookkeeper / Finance Assistant – Job Description**

**Position:** Full-time

**Location:** On site Rowlett, TX

**Regular Office Hours:** 8:00 a.m. to 4:30 p.m.

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**Primary Objective:** Maintain the ministry books in QuickBooks Online (“QBO”)

### **Responsibilities include:**

- Bill scheduling and payment
- Bank account and credit card reconciliation
- Process incoming mail and enter customer transactions into CRM
- Pull data from various sources, summarize and enter into QBO
- Receive and track purchase order requests
- Develop and maintain accurate and organized filing systems
- Adhere to ministry policies and approval processes for all expenditures
- Participate in all TSFM in-person meetings and events

### **General Requirements:**

- Proven finance or bookkeeping experience
- Proficient in Excel and Microsoft Word
- Maintain confidentiality concerning all finance activity – a Confidentiality Agreement will be executed
- Excellent verbal and written communication skills
- Detail oriented and able to handle multiple priorities
- Exceptional organization skills
- A consistent learner who provides solutions
- Possess a “can do” and “whatever it takes” attitude
- Able to work overtime on an “as needed” basis
- Must be able to sit at workstation for extended periods of time
- Born-again believer, filled with the Holy Spirit. Must adhere to the doctrines of this organization as upheld by Terri Savelle Foy and her appointed representatives.

**Compensation:** - \$42,000 - \$68,000 depending on experience

- Health Insurance provided after 60 days of successful Full-Time-Employment status
- Bonuses awarded at the discretion of management

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.*