

Bookkeeper Job Description

POSITION TITLE: Bookkeeper

REPORTS TO: Operations Director

Background of Parker Street Ministries:

Parker Street Ministries (PSM) is a 501(c)(3) nonprofit organization dedicated to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood. Founded in 1996 as the Parker Street Project by a local church seeking to bring hope and transformation to a neighborhood facing poverty and crime, the ministry expanded through partnerships with churches, residents, and local businesses before incorporating in 1999. Today, PSM works to strengthen the community through four focus areas: fostering spiritual growth, supporting lifetime learners, stabilizing the neighborhood, and cultivating connections.

PSM has earned the highest levels of financial transparency recognition from Candid (GuideStar) and Charity Navigator, two leading independent nonprofit watchdog groups. Support comes from a diverse network of businesses, individuals, churches, foundations, local government, and fundraising events. An independent financial audit is conducted annually to help ensure strong accountability, transparency, and stewardship of every gift.

Purpose of Position:

The Bookkeeper plays a key role in ensuring the integrity of the organization's financial operations. This position manages the day-to-day financial activities, promoting efficiency and effectiveness.

Time Required:

The Bookkeeper position has the option of being full-time (including benefits) or part-time (excluding benefits) at \$21.50-26.00/hour, commensurate with experience. This is an FLSA non-exempt position and eligible for overtime.

Benefits:

1. Health insurance 100% paid for by PSM for full-time employees
2. 6% retirement savings match
3. 12 paid vacation days and additional sick time
4. 12 paid holidays
5. Closed the weeks of Thanksgiving & Christmas

Job Responsibilities:

1. Accounting and Bookkeeping
 - Process donations, receipts, and accounts payable accurately and promptly
 - Track and allocate funding and expenses
 - Record journal entries and perform reconciliations
 - Maintain accurate financial records and manage internal controls
2. Finance Management
 - Assist with developing, monitoring, and maintaining budgets



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- Financial reporting
 - Financial due diligence pertaining to grants, including tracking restricted funding
 - Onboarding new staff to financial processes and policies
3. Audit and Compliance
 - Support annual audit activities and tax filing preparations
 - Assist in developing and implementing finance policies and procedures
 4. Growth Initiatives
 - Assist in implementing advanced financial structures, such as managing dual accounting systems and related banking arrangements
 - Support the organization in navigating nonprofit revenue models, including earned income streams
 - Implement financial process improvements, including system integrations and updates
 - Support financial planning and tracking for special fundraising initiatives or large-scale funding efforts
 5. General Duties
 - Perform banking functions
 - Perform other duties as assigned or required

Additional Responsibilities:

1. Possess thorough working knowledge of all job descriptions and responsibilities of all employees and volunteers
2. Attend staff meetings and work with senior leadership team for smooth and integrated internal operations
3. Individual advocacy alongside residents
4. Neighborhood leadership development
5. Special care should be taken to ensure that the company utilizes its tax-exempt status in the procurement of taxable items

Job Requirements:

1. Level of Education
 - Associate's degree in Accounting, Finance, or related field required; Bachelor's degree preferred
 - Relevant certifications preferred, such as Certified Bookkeeper (CB), Certified Nonprofit Accounting Professional (CNAP), QuickBooks ProAdvisor
2. Work Experience
 - 2-4 years of experience in financial management, accounting, or bookkeeping, ideally in a nonprofit setting
3. Understand position's support of the mission and be able to articulate how the Gospel is active in this position
4. Ability to hold, in confidence, information gained in the performance of duties and overheard in the office environment
5. Personal Gifts and Skills
 - Profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, relationships, and ability to communicate the Gospel



- Proficiency in accounting software (QuickBooks Online, Bill.com), CRM systems, and Excel
- Strong understanding of nonprofit accounting and 501(c)(3) compliance
- Exceptional attention to detail, organizational skills, and ability to meet deadlines
- Love of systems and accuracy
- Effective decision-making, problem-solving, and system-building capabilities
- Strong communication skills (both verbal and written)
- High level of integrity, confidentiality, and discretion
- Ability to cooperate with fellow employees
- Ability to adapt to new situations

Working Conditions:

1. This position has the option of full-time or part-time hours
2. Weekend and before/after-hours duties will be required during high service times

Performance Criteria:

The Director of Operations, based on this job description, will complete both formal and informal reviews and observations of the Bookkeeper. Reviews will be held after the first 30, 60, and 90 days of employment, with a formal written evaluation for the annual review. After the first year of employment, evaluations will be performed annually or more often as requested.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug-free workplace, and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than describing an "at will" employment relationship.

Next Steps: Please send your resume with a cover letter to people@psmlakeland.org for an application.



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