

BOOKKEEPER

Based in Castle Hill, Sydney

- 6 month contract
- Part-time (20 hours per week)
- Hybrid and flexible working environment

Do you have a head for numbers and meticulous attention to detail? We are currently seeking a skilled Bookkeeper to join our team at Open Doors. As a key member of our finance team, you will play a pivotal role in maintaining the financial integrity of the ministry through precise data entry, bank reconciliation, and a range of bookkeeping responsibilities.

WHY OPEN DOORS?

In Christ, we strengthen the most persecuted. We connect the Australian and New Zealand church with their persecuted family to deepen one another's discipleship journey. When you work with us, you'll get the chance to strengthen the faith of persecuted Christians, even in the most dangerous places.

We asked our people their thoughts on working with Open Doors and here's what they had to say:

- "Working for Open Doors means being challenged and encouraged in your faith every day! It's a privilege to be in a job that helps strengthen the global body of Christ."
- "Seeing and hearing real stories of persecution has forced me to see my walk with Christ in a new way."
- "It is such a joy to know that I'm using the gifts that God has given me to help serve those who need to be served."

Working with us also provides the opportunity to be a part of regular team devotions, access to Christian counselling and mentoring, as well as coming together for bi-annual team days for fellowship, prayer, and worship.

OUR IMPACT

Last year, our work at Open Doors helped **7,075,604 persecuted Christians** across the globe, providing:

- 1,700,000 people with **Bibles and Christian literature**.
- 3,200,000 people with **discipleship**, training, mentoring, and counselling.
- 1,500,000 **in-person visits, care, prayer, and counselling**.
- 600,000 people with **socioeconomic development**, emergency relief, medical care, and education.

As a growing and respected ministry that supports persecuted Christians in more than 70 countries, we are the leading voice on Christian persecution and trusted partner to build a mature and unified global Church. We're excited to hire someone who shares the same ideals by connecting with like-minded people, partners, and communities.

ABOUT THE ROLE

As the Bookkeeper for Open Doors you will be responsible for providing accurate and up-to-date financial information for the ministry of Open Doors through data entry, bank reconciliations, accounts payable support and regular reporting. Your duties will include, but are not limited to:

- Recording and reconciling all financial transactions in adherence to generally accepted accounting principles, utilising appropriate software and tools to validate data (including Salesforce and Xero).
- Cross-referencing financial records with bank statements and source documents to validate accuracy. Identify and rectify discrepancies to ensure financial integrity.
- Recording and processing donations in compliance with regulatory requirements and supporter expectations.
- Monitoring accounts payable, ensuring accuracy in supplier invoices and facilitating timely payments.
- Assisting with regular ministry audit and reporting requirements.
- Assist with the development and implementation of process and system improvements to automate, streamline and enhance business practices.
- Collaborating with internal stakeholders to ensure best practice implementation of finance processes.
- Ensuring the confidentiality and security of financial and supporter information.

SKILLS AND EXPERIENCE

For this role, we are ideally seeking the following:

Essential

- Experience in a Bookkeeping or similar role.
- Proficiency in accounting software and Microsoft Excel.
- Sound understanding of accounting principles and practices.
- Excellent data entry skills with a high level of accuracy and attention to detail.
- Knowledge of bank reconciliation processes.
- Excellent communication and interpersonal skills.

Desirable

- A degree in accounting, finance, or a related field.
- Experience in a not-for-profit.
- Experience with Xero and/or Salesforce.
- Demonstrated ability to identify and implement process improvements.

JOIN US

If you are passionate about combining your financial expertise with a commitment to our mission, and you thrive in a collaborative and values-driven workplace, we invite you to join our team. Help us in our mission to serve persecuted Christians globally by applying your skills and experience to the role of Bookkeeper at Open Doors.

To apply for the Bookkeeper position, please submit your resume (maximum 3 pages) and a cover letter to peopleandculture@od.org.au. Applications are to be received by 9am on Monday, February 5, 2024.