



STEER, Inc. BOOKKEEPER – Job Description

The Bookkeeper is responsible for supporting STEER, Inc.'s financial and administrative operations through accurate bookkeeping, donor record management, agricultural project processing, reporting support, and general office assistance. This role requires strong attention to detail, confidentiality, organizational ability, and a commitment to STEER's mission.

1. **Purpose:**

- Support STEER, Inc.'s mission through accurate bookkeeping, financial records, and administrative support.

2. **Major Responsibilities:**

- Process receipts, gifts, event proceeds, income, and daily bank deposits accurately and promptly.
- Maintain donor receipts, gift letters, legacy fund records, reports, and related donor files.
- Record disbursements, assist with receivables, and maintain records in accounting software, CRM and Excel.
- Process agricultural projects, livestock/agricultural sales, transfers, closures, and partner reports.
- Maintain mailing lists and official farmer, rancher, missionary, mission partner, and donor records.
- Assist with month-end closing, fixed assets, document scanning, mission society checks, and recurring accounting tasks.
- Support year-end reporting, audit preparation, taxes, inventory, giving reports, and financial statement verification.
- Support STEER events, including food coordination, volunteers, receipts, and related duties.
- Provide backup support for the Controller and assist with phones, bulk mailings, proofreading, and other assigned duties.

3. **Key Skills and Qualifications:**

- Minimum two years of bookkeeping experience; accounting, business, or related coursework preferred.
- Strong skills in data entry, deposits, receivables, disbursements, reconciliations, and financial records.
- Ability to learn accounting, donor management and basic office software.
- High attention to detail, confidentiality, organization, communication, and deadline management.
- Ability to support donor records, reports, audits, events, mailing lists, and agricultural project records.
- Nonprofit bookkeeping and agriculture experience preferred.
- Willingness to learn STEER, Inc.'s systems and processes.

4. **Personal Qualifications:**

- Committed to missions, integrity, confidentiality, trustworthiness, and self-motivation.
- Adaptable, teachable, and comfortable supporting agriculture-related ministry activities.

5. **Reporting Relationships:**

- Reports to the Controller, with direction from the Director of Operations and Executive Director as needed.

6. **Other:**

- Assists as needed, cross-trains, and may support short-term mission travel when available.