



**Join Our Team:** Bookkeeping Associate

**Location:** Remote or Hybrid (Lehigh Valley, PA)

**Hours:** Part-time (10-15 hours/week)

**Compensation:** Hourly, commensurate with experience

## **PUSH THE ROCK**

At Push The Rock, **sports is our language — Jesus is our message!** Since 1997, Push The Rock (PTR) has been creating life-changing experiences through sports by introducing people to Jesus and helping them live and play for Him. Headquartered in Lehigh Valley, PA, our reach extends throughout Pennsylvania and into New Jersey and Georgia, across the U.S. through our Eagles Wings Disc Golf ministry, and into five countries around the world. From local gyms to international playing fields, we're passionate about using the power of sports to impact the world for Jesus - one life at a time.

We're looking for someone who wants more than a paycheck — someone who wants their skills to serve a higher purpose. If you're detail-oriented, love numbers, and want your work to support a global Kingdom mission, this could be the role for you.

### **The Role**

As the Bookkeeping Associate, you'll play a key role in keeping our ministry running smoothly and transparently. You'll maintain financial records, assist with budgeting, support our staff and controller, and ensure faithful stewardship of the resources entrusted to us. This is a part-time position (approx. 10–15 hours/week after training) with flexibility and a meaningful mission.

### **Primary Responsibilities**

- Manage invoices, payments, and tracking of outstanding balances
- Maintain relevant ledgers; keep a detailed and accurate general ledger, ensuring all job specific accounts are properly reconciled
- Coordinate monthly international wire transfers
- Assist in the preparation of financial reports for leadership and board
- Help manage year-end close and annual audit in collaboration with the Controller
- Support budgeting and financial planning processes
- Possibly oversee payroll processing with third-party provider

### **Who You Are**

- You love Jesus and want to use your gifts to support ministry work
- You're organized, dependable and detail-oriented
- You enjoy working independently and solving problems
- You have great time management skills, and know how to prioritize tasks
- You're a self-starter who thrives in a collaborative, purpose-driven environment

### **Qualifications**

- A personal and growing relationship with Jesus Christ.
- Passionate about Push The Rock's Vision, Mission, and Core Values, and in agreement with our Statement of Faith.
- Strong proficiency in QuickBooks Online (required)
- At least 5 years of bookkeeping experience (nonprofit preferred)
- Proficiency in Microsoft Office and Google Workspace
- Strong communication and time management skills

### **Why This Role Matters**

You won't be on the court or the field — but your work helps keep the mission moving. From paying bills to managing reports, your attention to detail helps us steward resources well so lives can be changed through sports and the Gospel.

### **Ready to Join the Team?**

We'd love to hear from you. Please send your resume and a brief cover letter sharing why this role excites you — and how you'd like to contribute — to [joinourteam@pushtherock.org](mailto:joinourteam@pushtherock.org).