

# **AGAPE PREGNANCY RESOURCE CENTER**

## **Job Description**

**JOB TITLE:** Accounts Specialist

**REPORTS TO:** Executive Director

### **ORGANIZATIONAL MISSION**

#### *What we do*

Agape Pregnancy Resource Center demonstrates the Truth and unconditional love of Jesus in a safe and confidential environment to women, men, and families experiencing pregnancy or the effects of sexual relationships.

Learn more at <https://agapedsm.com/>.

### **ENVIRONMENT & CULTURE**

#### *Who we are*

As a team, we fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery, so working together is filled with laughter. However, we are serious about working hard with everyone putting forth their best effort and paying attention to details. We are passionate about helping others and have a heart for reaching out to those in need. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact. Agape places great emphasis on teamwork and supporting each of your coworkers. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback is essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Since Agape is faith-based, all team members must ascribe to the Agape Pregnancy Center Statement of Faith, be committed to the sanctity of human life, and be capable of maintaining a neutral stance on the question of adoption vs. parenting. Team members must be committed followers of Christ and be willing to share their testimonies with gentleness and respect as in 1 Peter 3:15.

### **POSITION**

#### *Purpose and Scope*

The Accounts Specialist takes charge of the donor data base and the accounting practices at Agape Pregnancy Resource Center to ensure that the financial record keeping is handled efficiently and accurately in a timely manner.

This position is ideal for a person with a background in finance, accounts, and record keeping.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### General Responsibilities:

The Accounts Specialist is responsible for recording and accurately maintaining donor accounts, bookkeeping, and account reconciliation to ensure all bookkeeping is completed for the financial integrity of the ministry.

- Donor data base manager
- Accounts receivable
- Accounts payable
- QuickBooks manager
- Community Campaign manager
- Support and ensure all record keeping, record retention, and fiscal accountability is always completed according to Agape's policies and procedures.
- Ensure upstanding donor communication and collaboration for all financial transactions
- Complete month end donor thanks and account reconciliation
- Complete, under the direction of the board treasurer and Executive Director, the entering and tracking of all budgeted categories
- Ensure all quarterly financials are completed and available for board of director's review
- Ensure all fiscal practices are ready and available for routine auditing process
- Support fundraising events and be available for increased fiscal management around the time of these events.
- Assist Executive Director with budget development and strategic financial planning; pursue and implement improved methods of resource stewardship and streamlining work
- Provide support to the Executive Director and Office Manager with administrative duties on occasion to support the operations of Agape.

## **JOB QUALIFICATIONS**

### *Required*

- Exceptional writing and excellent oral communication
- Highly organized, thorough, and detail-oriented
- Must be proficient in programs such as Word, Excel, and QuickBooks
- Associate degree or equivalent experience in bookkeeping or accounting role
- A professional demeanor and the highest level of discretion is essential in the management of confidential information
- Motivated self-starter with strong problem-solving, analytical & decision-making skills who can manage projects with minimal guidance
- Must be able to successfully multi-task, learn new processes quickly, and collaborate with others giving priority in following-through and producing overall quality work
- Provide contact information for three references including pastoral or ministry-based reference

## **ADDITIONAL INFORMATION**

**Starting date:** TBD

**Starting wages:** Compensation is commensurate with experience

**Job hours:** This position is a highly flexible part time role of around 12 hours weekly. Your work will generally take place during daytime hours on Monday through Thursday; however, occasional evening or weekend hours may be necessary for special events.

**Confidentiality:** This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.