



Job Description

JOB TITLE: Business & Finance Specialist

REPORTS TO: Executive Director

ORGANIZATIONAL MISSION

What we do

AGAPE 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 other. 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 are 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's Statement of Faith and be committed to the sanctity of human life. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With minimal supervision, provide support to the Executive Director in the areas of administration of the ministry and the Business & Events Manager in all areas of business.

Fiscal Management

- Support accounts payable and accounts receivable.
- Oversee bookkeeper and monthly budgetary balance sheets.
- Oversee quarterly fiscal reports for the Board of Directors.
- Work with the Executive Director to develop an annual budget.
- Implement and onboard a remote check deposit system.
- Become proficient on the QuickBooks Online system
- Support the management of the donor database system to ensure that it is up to date and accurate.

Administrative Management

- Provide Executive level administrative support to the Executive Director as required.
- Provide oversight, assistance, and expertise to administrative tasks within the organization.
- Assess and build the competencies, logistical flow, and administrative tools, standardization, shared drive, etc. to insure the greatest possible impact of the mission
- Maintain open communication, professionalism, and respect of all staff at all times via e-mail and scheduled meetings.
- Ensure that ongoing communication is being done to allow follow up and 360-degree communication
- Follow the ongoing model of continuous delivery (development, integration, testing, deployment, monitoring, feedback) to ensure that we are always expanding and improving how we serve our clients

EXPERIENCE

- 2 years of professional finance and executive assistant roles and demonstrated results in lead generation/growth
- Associates or Bachelors preferred

QUALIFICATIONS

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Faith, Stance of Life Statement, and adhere to the policies of the center.
- Active commitment in a local church
- A passion for the ministry and a heart for reaching the lost with the Gospel
- Strong leadership experience and skills and the ability to show initiative in assigning and completing tasks
- Exceptional interpersonal, organizational, and communication skills, both oral and written, with a high degree of professionalism and maturity
- Thorough understanding and demonstrated ability to maximize digital tools
- Ability to work collaboratively across departments and with other team members to meet deadlines, manage details, and maintain high-quality standards
- Strong computer skills in a variety of software, including Office, fundraising, and design applications
- Demonstrates qualities of initiative, organization, teamwork, and goal-oriented
- Ability to manage multiple tasks and priorities
- Agree with and be willing to uphold the Statement of Faith, Stance on Life Statement, and adhere to the policies of the center.

ADDITIONAL INFORMATION:

Starting date: Effective as soon as possible

Starting wages: Compensation is negotiable based on experience

Job hours: This position requires 24 hours per week and during operational hours. 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.

Business & Accounts Specialist

Date

Executive Director

Date