

JOB POSTING

Position Title	Administrative Assistant/Bookkeeper
Supervisor	Executive Director
Status	Full-Time Permanent FLSA: Non-Exempt 8:00 am – 4:30 pm, Monday through Friday
Education/Experience Requirements	A high school diploma is required; a college degree is preferable. General office experience (clerical, secretarial, or bookkeeping) is required. Computer literate, with experience in Microsoft Office (Word, Excel, Publisher), Google e-mail/calendar, and bookkeeping software (QuickBooks).
Religious and Moral Requirements	Applicant agrees to support the mission and ministry of AGAPE during his/her employment and must be comfortable working in a faith-based setting. Applicants must also be able and willing to affirm AGAPE’s Statements of Mission, Purpose, and Faith, etc., and our Code of Conduct for Employees (to be discussed during initial in-person interviews). Based on Sections 702 and 703 of the Civil Rights Act of 1964, AGAPE requires employees to be active members of and attend a congregation of the New Testament church.
Contact Person	Danny Holmes (256) 859-4481 danny@agapecares.org Website: www.agapecares.org
Salary	Competitive salary, based upon qualifications.
Location	Madison, Alabama
Closing Date	The position will remain open until the vacancy is filled.

Job Summary: The individual who fills this position will, with supervision, independently perform a full range of bookkeeping, secretarial/clerical, and routine administrative work of both a general and specialized nature. He/she will be expected to exercise discretion and independent judgment with respect to matters of significance at AGAPE, while working with other staff members to complete both administrative and technical projects. He/she will act as AGAPE’s Bookkeeper and an Administrative Assistant. The Administrative Assistant/Bookkeeper will routinely perform duties and complete assignments that require confidentiality and discretion related to child care and placement, foster and adoptive care, and professional counseling.

To see a complete job description or print an employment application for AGAPE of North Alabama, Inc., please visit the “Contact Us” tab at www.agapecares.org.

When applying for this position, please complete an employment application found at that website and send it, along with a current resume, in PDF form to the e-mail above.
IMPORTANT NOTE: Applications that are incomplete or incorrect and those not following the instructions above for submission will not be considered for the position.