

AGAPE OF NORTH ALABAMA, INC.

JOB TITLE: Administrative Assistant/Bookkeeper
DEPARTMENT: Administrative
REPORTS TO: Executive Director

CLASS: Administrative
FLSA: Non-Exempt

This job description supersedes any prior description for the Administrative Assistant/Bookkeeper position at AGAPE of North Alabama, Inc.

DEFINITION

The Administrative Assistant/Bookkeeper is responsible for activities associated with keeping accurate and up-to-date records of AGAPE's financial affairs. He/she is also responsible for organizing and coordinating office operations to ensure organizational effectiveness and efficiency.

The Administrative Assistant/Bookkeeper is under the supervision of the Executive Director of AGAPE of North Alabama, Inc., and his/her work will be evaluated through analysis of the agency's performance and through periodic conferences. The Administrative Assistant/Bookkeeper does not supervise any other employee.

EXAMPLES OF WORK PERFORMED (*This list is not exhaustive.*)

- Duties classified as "bookkeeping"
 - Make bank deposits of all funds received or collected in a timely manner
 - For contributions, prepare "thank you" letters for individual or corporate donors and grantors in a timely manner
 - For memorials/honorariums, prepare and mail the appropriate acknowledgement cards in a timely manner
 - Pay AGAPE's bills, regardless of frequency (e.g., monthly, annual, or one-time) or payment form (e.g., paper check, electronic payment, or automatic payment), in a timely manner
 - Reconcile all credit card receipts with end-of-the-month bills and consult Director level personnel concerning any missing receipt
 - Maintain an easily understandable system for retaining invoices/receipts.
 - Maintain AGAPE's account registers in QuickBooks for all AGAPE accounts and alert the Executive Director and Treasurer if any account reaches a balance (too low OR too high) that needs attention
 - Fund (e.g., Medical FSA) and maintain (e.g., adoption) all escrow accounts
 - Reconcile all accounts and prepare reports as requested for the Executive Director and/or Treasurer
 - Address questions or concerns with vendors, including but not limited to businesses working with AGAPE to cover banking, insurances, payroll and benefits, taxing and licensing entities technology, and building maintenance/repair
 - Review and approve supply requisitions from staff members
 - Prepare time or leave sheets and maintain accurate and up-to-date records
 - Assist the Executive Director and Treasurer with the development of an annual budget
 - Work with independent auditors to complete AGAPE's 990 in a timely manner
 - Work with AGAPE's payroll administrators to make sure tax forms (e.g., W-9s, W-2s, 1099s, Quarterlies) delivered to the appropriate individuals or groups in a timely manner
 - Complete applications for the Combined Federal Campaign, the State Combined Campaign, and, when requested, to assist with United Way and other grant applications
- Responsibilities classified as "administrative"
 - Maintain office services
 - Liaise with individuals, churches, companies and/or other agencies interacting with AGAPE on a professional level
 - Assist with the implementation and consistent application of office policies
 - Organize office operations and procedures to operationalize policies
 - Maintain up-to-date organizational chart and contact lists of/for Board and Staff members
 - Maintain office equipment and maintenance contracts

- Assist the Executive Director with his/her correspondence and other communication
 - Act as a call screener for the Executive Director by intercepting/diverting sales calls and other solicitations
- Work with other clerical and secretarial staff
 - Assist Director level personnel to assure coverage by clerical and secretarial staff
 - Work with other clerical and secretarial staff to make sure clerical responsibilities are covered
 - Help, as needed, with the orientation and training of new staff members, including the completion of paperwork for I-9, E-Verify, the Alabama New Hire Act, W-4, and A-4
 - Assist with the production of scheduled newsletters, working with other staff members to make sure that it is produced and mailed out on schedule
 - Answer and direct phone calls and open the door to screened visitors whenever appropriate
- Maintain accurate and up-to-date office records
 - Ensure filing systems are maintained and up-to-date
 - Ensure personnel files are up-to-date and secured in a locked filing cabinet, with separate Employee Files and Employee Health Records
 - Define procedures for record retention
 - This applies to office and personnel records.
 - Outside of exceptional situations, this does not include Social Services records.
 - Ensure protection and security of files and records
 - Dispose of records according to retention schedules and policies
- Maintain office efficiency
 - Plan for and implement office systems, layout and equipment procurement and replacement
 - Anticipate needed supplies
 - Check stock to determine inventory levels
 - Maintain and replenish inventory
 - Verify receipt of supply
 - Coordinate storage of supplies
- Perform other related duties as required

REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES

- The Administrative Assistant/Bookkeeper must have be proficient in the following areas:
 - knowledge of generally accepted bookkeeping practices and procedures
 - knowledge of office administration
 - knowledge of human resource management and supervision
 - ability to maintain a high level of accuracy in preparing and entering information
- The Administrative Assistant/Bookkeeper must demonstrate the following skills:
 - excellent interpersonal skills
 - team building skills
 - analytical and problem-solving skills
 - decision-making skills
 - effective verbal and listening communications skills
 - attention to detail and high level of accuracy
 - very effective organizational skills
 - written communications skills
 - computer skills including the use of word processing (Word), spreadsheets (Excel), desktop publishing (Publisher), and bookkeeping (QuickBooks) programs, and Google e-mail/calendar at a highly proficient level
 - time management skills
 - tasks prioritization skills
 - stress management skills
- Personal Attributes
 - The Administrative Assistant/Bookkeeper must maintain strict confidentiality in the performance of his/her duties.

- The Administrative Assistant/Bookkeeper must also demonstrate the following personal attributes:
 - be honest and trustworthy
 - be respectful
 - possess cultural awareness and sensitivity
 - be flexible
 - demonstrate sound work ethics
- The Administrative Assistant/Bookkeeper will regularly be reviewed in areas including, but not limited to tasks and behaviors associated with this job description.

REQUIREMENTS

- Physical Expectations
 - The Administrative Assistant/Bookkeeper will spend hours sitting and using office equipment and computers, which can cause muscle strain. The Administrative Assistant/Bookkeeper will also have to lift and carry supplies and materials upstairs from time to time.
- Sensory Expectations
 - The Administrative Assistant/Bookkeeper will spend hours in intense concentration, particularly when entering financial information into the QuickBooks (which requires attention to detail and high levels of accuracy).
- Mental Expectations
 - There will be deadlines associated with this position, which may cause significant stress. The Administrative Assistant/Bookkeeper must also deal with a wide variety of people on various issues.
- Religious Expectations
 - Based on Sections 702 and 703 of the Civil Rights Act of 1964, AGAPE requires the Administrative Assistant/Bookkeeper to be an active member of and attend a congregation of the New Testament church.
 - The Administrative Assistant/Bookkeeper agree to support the mission and ministry of AGAPE during his/her employment and understands that he/she will be working in a faith-based setting.
 - The Administrative Assistant/Bookkeeper must be willing to affirm and live in accordance with AGAPE's Statements of Mission, Purpose, and Faith, etc., and AGAPE's Code of Conduct for Employees (discussed during all in-person interviews).

MINIMUM QUALIFICATIONS AND TRAINING

A degree from an accredited high school.

A minimum of two years full-time paid employment in clerical, secretarial, and/or bookkeeping work. While professional experience as an Administrative Assistant/Bookkeeper is not a requirement for this position, at least an entry level of understanding and experience with personal finance (e.g., writing checks, paying bills, reconciling bank accounts with statements) is required.

The ability to communicate fluently in English (in both spoken and written form).

Possessing a copy of this job description does not create an employment contract, implied or otherwise.