



ACCOUNTING AND DONOR RECORDS ASSISTANT

Position Description

Supervised by: Operations and Finance VP

Supervises: no one

Works closely with: IT/Media Specialist

Status: full-time, non-exempt

Location: remote (work from home)

POSITION SUMMARY

To advance the purpose of Global Scholars, the Accounting and Donor Records Assistant is responsible for ensuring the accuracy and integrity of Global Scholars financial activities, within his/her realm of responsibility and for providing excellent customer service to Global Scholars donors, staff, and vendors .

DUTIES AND RESPONSIBILITIES

General:

- Able to affirm the Statement of Faith, at hire, and annually thereafter. (See Global Scholars website, "about" tab, *Core Commitments*.)
- Participate in monthly staff meetings (online)

Donor Records:

- Accurately process donations in a timely manner.
- Update donor information in ARAIZE (financial software) and Salesforce, as necessary, assuring information is complete, consistent, and accurate.
- Respond to donor inquiries in a timely, professional manner.
- Issue receipt letters and electronic receipts within one week of receipt.
- Assist in Fiscal Year End and Calendar Year End fundraising campaigns, including generating mailing lists, printing letters, and mailing letters.
- Assist in preparation, review, and mailing of year end donation acknowledgement letters.
- Support Development Department projects, as requested, by research, data entry, and/or generating reports.

Accounting:

- Enter invoices, expense reports, and credit card charges in ARAIZE and coordinate timely payment via check or ACH.
- Review organization's credit card statement for accuracy, including a review of

- receipts.
- Manage vendor relationships with credit card processing vendors, organization's credit card issuer, and other vendors, as needed, with a focus on managing expenses.
 - Maintain documentation of deposits, invoices, expense reports, etc in Google Drive.
 - Complete accounting/bookkeeping tasks, as assigned, including manual journal entries and review of reports.
 - Assist Operations and Finance VP in audit preparations and compilations for the annual financial audit
 - Complete state registrations for charitable solicitations, as required.

EDUCATION and EXPERIENCE:

- Associate's degree in accounting, business administration, or a related field.
- Minimum of 3 years of general accounting/bookkeeping experience, preferably in a non-profit environment.

SKILLS REQUIRED:

- Ability to handle sensitive information in a confidential manner
- Ability to take initiative, anticipate needs, and work independently under pressure of deadlines
- Excellent organizational, interpersonal and communication skills
- Familiar with Google Suite, including Google Docs, Google Sheets, and Google Drive (preferred) or similar software tools
- Comfortable with the "work from home" environment and frequent online meetings.

CHARACTER and PERSONAL TRAITS:

- Christ-like character – trustworthy, authentic, living in obedience to Scripture and participating in a local body of believers.
- Ongoing connection to the Global Scholars Mission (Ends Statement), and Core Values.
- Willingness to learn new skills, as needed.