

Position: Accounting & Development Coordinator
Reports to: Director of Operations
Hours: Part-time – 8 – 10 hours



Summary of Responsibilities:

Responsible for managing VIS bookkeeping software (QuickBooks) and managing all the donor/donations in the donor information system (SalesForce). This includes donation processing and acknowledgements, as well as managing donor reports.

Mission Statement:

To empower Christians to join Christ's work in their community

Qualifications:

- A strong commitment to Christ and to serving Him through word and deed in a ministry setting.
- Some college and five years, or equivalent, in a similar position.
- Possesses personal qualities of warmth and sensitivity, assertiveness, flexibility, self-organization, and an ability to make sound decisions.
- Effective verbal and written communication skills.
- Possess the ability and desire to be a team player working to fulfill the mission of Volunteers In Service.
- Possess the ability to interact effectively and empathically with a wide variety of people. Training in empathic listening skills.
- Proficient in Microsoft Office, especially Word, Excel, Publisher, as well as QuickBooks and donor software.
- The ability to handle highly sensitive material in a confidential manner.
- Ability to perform multiple tasks simultaneously and accurately.
- Excellent organizational skills and attention to detail.
- Active attender of a GR area Christian church.

Responsibilities:

Bookkeeping:

1. Record day to day financial transactions and complete the posting process in QuickBooks.
2. Process payroll and payroll taxes.
3. Reconcile bank accounts at the end of each month.
4. Monitor financial transactions and reports.
5. Process accounts payable.
6. Providing necessary information for the completion of the 990EZ tax form.
7. Process deposits.

Donor Software:

1. Enter in all donations with appropriate coding into the donor database.
2. Produce acknowledgement letters and knowledge of practical tax receipting protocol.
3. Reconciling monthly QuickBooks receivables to Donor software.
4. Produces reports, lists needed by Development as needed for mailings, events, etc.

Other:

1. Assist in appeal letters, etc.
2. Purchase office supplies, order letterhead, envelopes, etc.
3. Attend staff meetings
4. Provide support to the Executive Director and the Director of Operations in preparing reports, board packets, and providing requested information.
5. Other duties as deemed necessary in assisting the staff in reaching VIS's goals.
6. Answer phone, directing calls to appropriate staff

Compensation: This is a part-time position. This is an "at will" position. This job description is subject to change.