

**Amnion Pregnancy Center  
Director of Operations  
Job Description**

**Objectives of the Position:**

The Director of Operations is responsible for the administrative side of Amnion Pregnancy Center including: finances/bookkeeping, human resources, IT and donor management. This role will be part of the leadership team and shall be consistent with the Biblical mission, vision, and goals of APC's ministry.

**Reports To:** Executive Director  
**Employee Status:** Full-time  
**Required:** Accounting or business management degree  
**Supervises:** Event Planner, Community Relations Coordinator

**Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold APC's Statement of Faith and all policies and procedures.
4. Required - hold a bachelor's degree in business administration/management, accounting, finance, or a similar field.
5. Be knowledgeable in general accounting procedures, accounts receivable, accounts payable, managing payroll and all the subsequent reporting functions.
6. Experience with MS Windows and Microsoft 365
7. Experience with QuickBooks (non-profit version preferable) and donor management software.
8. Thrive and excel in handling multiple ongoing projects and details in the midst of frequent interruptions.
9. Strong problem solving and interpersonal relationship skills.
10. Ability to work independently as well as work collaboratively on a team. Able to accept direction and take initiative in their job role.

**ACCOUNTING/BOOKKEEPING**

1. Administer all accounts receivable and accounts payable functions for APC.
2. Manage banking processes including statement balancing and deposits in a timely manner.
3. Perform bi-weekly payroll management, processing and reports using QuickBooks.
4. Prepare initial draft of budget in the fourth quarter of each year.
5. Responsible for keeping accurate constituent records and for reporting functions within web-based donor management software.
6. Perform data entry processing of annual fundraising event donations and prepare event reports.
7. Follow up on donor pledges as necessary.
8. Reconcile QuickBooks with donor management software.

9. Ensure that necessary internal controls are in place to safeguard financial data and APC assets.
10. Oversee and maintain financial software systems.
11. Maintain all financial records in accordance with the APC document retention policy.

### **FINANCIAL REPORTING**

1. Provide financial and donor information reports (monthly, events, etc.) to the Board and Staff in a timely manner.
2. Responsible for maintaining APC's procedures and documentation for tax purposes. Provide required data to tax accountant for tax return preparation.
3. Assist with financial questions from board, staff, and constituents.

### **HUMAN RESOURCES**

1. Oversee and assist with onboarding process for new employees and volunteers.
2. Oversee the benefits package for full-time employees (all levels of insurance).
3. Complete all background checks on staff and volunteers.
4. Oversee annual performance reviews.
5. Keep Employee Handbook up-to-date.

### **OTHER**

1. Maintain inventory of technology and work with vendors to troubleshoot.
2. Develop/maintain a relationship with our landlord and be familiar with our lease.
3. Review and renew insurance annually (Johnson-Witkemper and Patriot Insurance).
4. Manage administrative staff as directed by the Executive Director.

If you are interested in applying for the Director of Operations position, send your resume to Mark Opseth at [mopseth@amnionpc.org](mailto:mopseth@amnionpc.org).

To learn more about Amnion, visit [helpofferhope.org](http://helpofferhope.org).