

**Amnion Pregnancy Center
Bookkeeper
Job Description**

Objectives of the Position:

The Bookkeeper for Amnion Pregnancy Center (APC) performs the day-to-day financial duties to ensure a professional and efficiently managed Center. This role shall be consistent with the Biblical mission, vision, and goals of APC's ministry. This is an in-person position.

Reports To: Executive Director
Employee Status: Part-time (20 hours/week), non-exempt employee
Preferred: 3+ years business accounting experience

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. Preferred - hold a bachelor's degree or equivalent experience 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 Microsoft Word and Excel.
7. 3+ years of experience with QuickBooks (non-profit version preferable) and donor management software.
8. Thrive and excel in handling multiple ongoing projects and details amid 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.

Perform All Bookkeeping Functions:

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.

Track Donor Information:

1. Responsible for keeping accurate constituent records and for reporting functions within web-based donor management software.
2. Perform data entry processing of annual fundraising event donations and prepare event reports. Follow up on donor pledges as necessary.

3. Reconcile QuickBooks with donor management software.

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.

Other Duties:

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

If you are interested in applying for the Bookkeeper position, send your resume to Mark Opseth at mopseth@amnionpc.org. To learn more about Amnion, visit helpofferhope.org.