

Agape Ministry Administrative Assistant/Bookkeeper Position Description

The Agape Ministry Administrative Assistant/Bookkeeper is a part-time year-round position responsible to the Executive Director. Agape is a growing/developing ministry, especially reaching out to marginalized individuals and communities. As such, the individual must be open to accepting as brothers and sisters loved by God ALL PEOPLE regardless of their age, gender, sexual orientation, sexual identity, ethnic heritage, race, ability/disability, or socio/economic position.

General Qualifications

1. Be a practicing Christian.
2. Be at least 21 years old.
3. Have current child abuse and criminal clearances, including FBI fingerprinting as required by Pennsylvania law for individuals working with children.
4. Have good written and oral communication skills and be well-organized.
5. Have working knowledge of Microsoft Suite, Google Programs, QuickBooks Online, and be computer- literate.
6. Be a self-starter.
7. Be able to follow tasks through to completion.
8. Be able to conduct themselves in a professional manner.
9. Be able to sustain a flexible work schedule, especially during the summer and when programmed retreats are happening at the camp.
10. Experience or willingness to learn camp registration software system. (Ultra Camp)
11. Have good record keeping skills.
12. Not be convicted of any financial crimes.
13. Working knowledge of finances or willingness to learn such skills.

Essential Duties

Bookkeeping

1. Enter all financial records in QuickBooks system.
2. Pay all bills in a timely manner in accordance with due dates and Agape policies
3. Prepare finances for review by Executive Director.
4. Prepare and manage deposits, Executive Director to review.
5. Keep note of bank account balance. Work with the Executive Director to ensure that funds are available as needed.
6. Sort and File all paperwork related to finances.
7. Compile and send all required financial reports to accountant.
8. Compile payroll and enter it into the system, obtain Executive Director approval before final submission.
9. Make updates to payroll as employees or Executive Director advises.

Retreat

1. Take inquiries for incoming retreat groups
2. Manage google calendar
3. File retreat contracts, and other correspondence in designated system.
4. Obtain insurance requirements as needed for rental groups
5. Correspond with Rental and Retreat groups.
6. Be a Hospitality team member and be ready to assist where needed.
7. Other duties as assigned by the Executive Director

Office Management

1. Maintain an overall organization and cleanliness to office.
2. Collect and organize employee records and new hiring paperwork. Including background clearances.
3. Answer phone calls and take and deliver messages to appropriate personnel.
4. Keep current business licenses and insurance policies.
5. Organize and keep documents in accordance with local, organization, state, and federal guidelines.
6. Keep lists and databases current.
7. Retrieve and forward mail to appropriate parties.
8. Review costs periodically, and alert Executive Director to price increases. Take action, if advised.
9. Collate and file risk assumptions agreements
10. Manage general email address, and forward or handle correspondence as needed.
11. Maintain volunteer records.
12. Other duties as assigned.

Summer

1. Answer phone calls, assist callers and forward as needed.
2. Print camper emails, and sort physical mail into designated system
3. Other duties as assigned by Executive Director.