



## **Accounting Clerk/Office Coordinator**

**Vision:** *We believe that lives can experience healing and joy in an environment where unconditional love and the wonderment of a horse connect, creating a haven for unbridled hope.*

**Mission:** *Agape cultivates personal growth by strengthening the mind, body, and spirit through unique horse-facilitated experiences.*

**Position Summary:** The position has primary responsibility for organization's accounts receivable and accounts payable management as well as responsibility for financial record keeping of donor transactions and fundraising campaigns and events. It also has responsibility for coordination of general business office functions such as supply management, technology management and other administrative duties. The position offers a flexible work environment with hybrid work from home/at the office opportunity.

**Position Type:** Full-time Salaried Exempt

**Accountability:** This position reports to the Finance/Operations Director (FOD)

**Location:** Flexible work environment with hybrid work from home/Cicero, Indiana (Agape North) office location

**Benefits:** Simple IRA, flexible PTO plan, paid holidays, medical health stipend

### **Primary Responsibilities**

#### **Accounting Clerk Responsibilities**

- Manage Program billing and accounts receivable records including billing of program services, resolving account questions, monitoring and collection of past due account balances.
- Responsible for accurate, timely posting of all business cash receipts.
- Responsible for completing monthly balance sheet account reconciliations.
- Responsible for maintaining donor records in QBO accounting system and Salesforce.
- Assist with registration, cashiering and Agape swag sale at fundraising and customer special events.
- Responsible for accounts payable function including vendor record maintenance, invoice processing and invoice payment.
- Responsible for Capital Asset file documentation.
- Assists with external third-party review and audits.

#### **Administrative Responsibilities**

- Responsible for general on-boarding of new employees, including general orientation of Employee Policies & Procedures, completion of employment forms, completing background check, and benefit orientation and enrollment.
- Assists FOD with risk management records including approved driver records and Workman's Compensation claims.
- Prepares donor thank you letters.
- Processes daily incoming and outgoing mail.

*If interested in applying, please send a cover letter and resume to Doneta Wire, at [finance@agaperiding.org](mailto:finance@agaperiding.org)*



- Manage office supplies and apparel merchandise, maintaining appropriate inventories.
- Assists Program staff with answering and routing incoming phone calls when necessary.
- Manages set up of phone system, internet and office copiers for employee access.
- Assists ED with correspondence and report preparation as assigned.

#### **Qualifications**

- Minimum Associates degree in Accounting
- A minimum of 1-2 years in an accounting clerk position
- Excellent technology proficiency or ability to learn, experience with web-based systems such as Google Suites, QuickBooks Online (QBO), bill.com and Salesforce preferred.
- Excellent oral and written communication skills
- Demonstrated attention to detail and quality control in work projects
- Demonstrated ability to effectively manage multiple projects and tasks and high ability to manage time and work independently.