



Title of Position	Business Office Assistant
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Supervisor: Business Director

Hours: Part Time (20hrs/week)

Salary: Hourly, opportunity to raise additional salary available

Required Meeting Attendance:

- Church Attendance: Attend Open Door Fellowship church service for three months or 12 weeks
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

Job Purpose

The Business Office Assistant will assist the Business Director in carrying out essential accounting and operational functions for ODM. These include accounts payable, data entry and paperwork filing.

Duties and Responsibilities

- Enter invoices and reimbursements for ODM as determined by the budget
- Record income from donations
- Assist in corresponding with donors
- Assist with bulk mailings
- Assist with fundraising events
- Help maintain organized files, tax credits and Gift in Kind receipts
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Make journal entries as necessary in coding costs to appropriate project accounts
- Assist with month end closings
- Assist in budget preparation
- Disburse costs on various invoices
- Maintain proper maintenance of office and office equipment
- Maintain accurate accounting on office equipment
- Comply with company policies, procedures, and regulations
- Compare data entered with source documents
- Make necessary corrections to information entered
- Ensure confidentiality and controls access to sensitive information
- Complete Inventory and Supply Distribution
- Maintain updated mailing and e-mail list
- Receive packages and notify recipients of arrival
- Assist other ministries if needed
- Other duties as assigned

Qualifications

- Education: Associate's degree
- Experience: 1-3 years related experience; or equivalent combination of education and experience
- Competence in Microsoft Office, Excel and QuickBooks. Etapestry experience preferred.
- Good written and verbal communication skills
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Intangibles

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Cover those in your area of leadership in prayer
- Show respect for the leadership and members of Open Door Fellowship Church
- Exhibit professionalism and integrity
- Commitment to excellence as one of the public faces of the ministry

Work Environment and Physical Demands

- Work environment is indoor at a desk
- This job involves sitting, standing and walking, including up and down stairs
- Must be able to lift at least 15 pounds