



Revised 2/25/2025

Hope Family Services, a ministry of Sav-A-Life Calhoun County, is seeking a detail-oriented and experienced bookkeeper to join our team. The bookkeeper is responsible for assisting the Executive Director in a variety of accounting areas with a primary focus on electronic accounts receivables, electronic deposits, account reconciliations, pledge reminders, donor receipts, company matches, human resource deadlines, and emails. Oversees the accounting volunteers in processing non-electronic donations such as checks and cash. Attends fundraising events and processes, receipts, and balances those donations in a timely manner. This is a 20-hour/week hourly position under the supervision of the executive director.

Please email cover letter and resume to savalifetoday.exec@gmail.com by Friday, March 21st.

POSITION RESPONSIBILITIES:

General process electronic accounts receivables and oversee non-electronic receivables. Balance QuickBooks, Amplify, and Ekyros donor database and bank reconciliations. Data entry of electronic donations following major fundraising events. Manage all accounting files and maintain best practices. Perform additions and changes to Ekyros donor database. Assist the executive director in preparing financial reports and in pre-preparing the annual budget. Supervise all accounting volunteers in the non-electronic account receivables, deposits, account reconciliations, in-kind donations, pledge reminders, company matches, emails, and receipt letters. Assist executive director with human resources updates and deadlines. Attend scheduled staff meetings.

SELF-DEVELOPMENT:

Participate in appropriate workshops and training sessions to ensure continuing education requirements are met.

POSITION QUALIFICATIONS:

Faith

- Demonstrates faith in Jesus Christ and exhibits strong dedication and commitment to the sanctity of human life
- Participate in staff prayer
- Upholds the center's policies and procedures, especially the religious principles in the statement of faith and the code of Christian conduct
- Supports the religious mission of the clinic

Accounting

- Knowledge of using QuickBooks, Excel, Word, and is capable of learning donor databases
- Experience and education in accounting and financial reports
- Nonprofit bookkeeping experience preferred
- Committed to the highest accuracy standards and can meet deadlines

Education

Bachelor's degree or equivalent experience

Character

- Able to take direction and complete a task in a timely manner
- Be flexible with being assigned to different tasks
- Consistently maintains a positive and cheerful attitude and works well as a team member
- Strong sense of responsibility and integrity in their work ethic
- Must respect the confidentiality of clients, donors, and other sensitive information.
- Must agree to Hope Family Services Code of Conduct, Statement of Faith, and annually provide a letter of affirmation from a pastor