



Job Description

Accounting Specialist

Status: Part-time, approximately 20 hours per week, non-exempt

Reports to: Director of Financial Services

Agape Flights is a Christian aviation ministry, delivering cargo, mail and humanitarian aid to 350+ missionary families in Haiti, the Dominican Republic and the Bahamas. In a world where resources are few and the infrastructure is sparse, Agape Flights' timely deliveries of mail and supplies are vital to sustain missionary families and their ministries. Agape Flights also delivers humanitarian aid and religious supplies to Cuba and expedites relief supplies during disasters and emergencies to our mission partners throughout the Caribbean.

The Accounting Specialist's primary role is to manage accounts payable, payroll, credit card statements, cash reconciliation, reporting and clerical functions as needed. This position is in support of the Director of Finance and Agape's accounting department.

Essential Functions:

- Performs all accounts payable duties including verifying invoices for payment, correct coding, and processing payments to be issued in a timely manner, invoices, expense reports, credit card entry and reconciliation.
- Processes biweekly payroll for 12 employees including reports, direct deposits, and associated quarterly and annual reports.
- Assists with general office duties including data entry, word processing, email and telephone communications, and other duties as needed.
- Reconciles petty cash.
- Assists with fiscal and calendar year-end reports and other reports as assigned.
- Orders office supplies.
- Works closely with the Director of Financial Services to maintain 300+ missionary accounts and to ensure orderly accounting operations in support of Agape's Core Values of: Service, Integrity, Excellence, and Shared Purpose.

Qualifications

Required:

- Minimum 2 years accounting office experience in addition to an Accounting Certificate or Associate's Degree
- Proficient in QuickBooks, Microsoft Office products including Excel and Outlook
- Payroll experience
- Strong organizational, analytical and critical thinking skills with attention to detail
- Ability to work collaboratively in a team environment
- Commitment to maintain confidentiality

Performance Characteristics

Is compelled by the love of Christ and the Agape Flights mission to serve missionaries

Is a strong independent worker who values team collaboration

Is thorough and organized, yet flexible

Must be accurate, have strong analytical skills, attention to detail, and excellent organizational skills. In addition, a customer service oriented attitude and excellent communication skills are required as this position interfaces with a variety of staff, missionaries, and vendors.

Interested applicants should email a cover letter and resume to HR@agapeflights.com

We thank you for your interest; only those selected for an interview will be contacted.