

Department: Business Administration

Reports to: Director of Business Administration

Supervises: Volunteers in Business Administration

Overview: Provides regular data entry and classification of data into the accounting software (QuickBooks) daily for the current month and year. Also classifies all data from previous year into the accounting software so reports will be accurate and up to date. Performs general bookkeeping duties.

Position: Full Time, salary range \$20.00-\$23.00 an hour

Relationships with other departments

- Meets on a regular basis with other employees in staff functions and meals.
- Attends weekly Chapel services with all staff.
- Participates in annual budget creation under the guidance of the Director of Business Administration.
- Assists as needed in counting cash on hand for other departments and verifying totals (with a second person present).

Duties:

- Enters and classifies all Business Administration data into the accounting software system (QuickBooks) and may attend training sessions to sharpen skills as needed.
- Daily entry of data and classification of data already entered via downloads from the banks.
- Prints QuickBooks reports as requested by BA Director, General Director, or Board members.
- Records all income and expense for the department.
- Pays all A/P for the department and monitors the online payments.
- Reconciles and records investment accounts.
- Keeps track of project accounts and sends monthly balance to the supervisor of each project.
- Closes projects when completed and distributes unused funds to restore balances in other projects.
- Prepares consolidated invoice so RM and GM will transfer admin fees to BA on time.
- Keeps track of vendor bills, overpayments, and refunds.
- Prioritizes prompt repayment and elimination of any loans.
- Keeps files of records, receipts, and documents up to date.
- Removes unnecessary files for secure storage in the basement.
- Responsible and retrieves documents, provides end of year inventories, records capitalized assets for depreciation, and sends all this information on time to the auditor for annual audits.
- Twice per year records non-cash transfer funds sent to LM Germany.

Job Qualifications:

- Completed college education, preferably in accounting or business administration.
- Prefer QuickBooks on line experience in a business setting.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, QuickBooks, and accurate use of email and digital communications.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.