



## **Office Assistant POSITION DESCRIPTION**

**Reports to:** Office Manager & Executive Director  
**Salary:** \$13 to \$15 hourly DOE  
**Hours:** Monday –Friday 9am-1pm and occasional weekend/ evening events. (~ 2/yr.)  
**Work Location:** Duvall, WA

### POSITION SUMMARY:

This position requires a highly motivated person who has a passion for serving homeless women and children. The Bookkeeper is responsible for supporting the administrative tasks of the overall organization, with an emphasis on bookkeeping, donor tracking and payroll. These administrative functions include donor support functions, accounting, paying bills and providing a welcoming office environment for our supporters and volunteers. The successful candidate will be highly organized, have experience in bookkeeping and be able to create systems as needed. The position requires a heart of compassion and the ability to practice sound judgment.

### DUTIES & RESPONSIBILITIES:

- Support donor relationships through ensuring thank you letters/giving receipts are provided monthly, oversee and update donor tracking tool, and monthly reports.
- Ensure all Accounts Payable and Accounts Receivable are correctly managed and documented
- Fulfill the necessary process of staff payroll each pay period.
- Assist the Executive Director, as needed, on special projects related to the executive function of the organization.
- Support the Executive Director in managing the accounting functions and gratitude processes for the organization.
- Establish and maintain good working relationships with staff and agencies serving the Acres of Diamonds resident population and with agencies referring residents to Acres of Diamonds.
- Provide any other support that may be requested by the Office Manager, Development Director or Executive Director.
- Build positive relationships with residents. Develop a growing knowledge of our resident population that informs all other duties.
- Maintain strict resident and donor confidentiality, objectivity and professional boundaries.
- Attend and actively participate in regular staff meetings and accept responsibility for the development of positive team relationships.



**REQUIRED QUALIFICATIONS:**

- Personal relationship with Jesus Christ and active in a Christian church.
- 2 years' experience in bookkeeping or accounting preferred.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds
- Nonprofit experience a plus
- Donor database knowledge (E-Tapestry) a plus
- Ability to prioritize and organize workload and manage time independently to meet deadlines
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God
- Personal characteristics: compassionate, discerning, adaptable, organized, initiator, energetic, enthusiastic, optimistic, responsible
- Computer skills: Word, Excel, E-mail, QuickBooks and Internet navigation
- Valid Washington state driver's license and ability to travel to infrequent offsite meetings
- Ability to lift up to 40 pounds on occasion

**Background:**

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

*It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.*

Send Resume and Cover Letter to [janice@acresofdiamonds.org](mailto:janice@acresofdiamonds.org) . Qualified candidates will be contacted