Job Description
Administrative Assistant

Position Title: Administrative Assistant

Reports to: CEO

Salary Classification: Part time hourly (15-20 Hours per week)

Basic Purpose: The Administrative Assistant works to primarily support the CEO and
                           Communications Director with bookkeeping tasks, administrative child
                           sponsorship tasks and other administrative duties as needed.

Principal Job Activities:

1. Input and designate Vanco and PayPal donations in Donor Perfect (monthy)
2. Work with the CEO to designate checks and cash gifts weekly into Donor Perfect
3. Input and scan checks and cash donations weekly into Donor Perfect
4. Create and save batch details from Donor Perfect in Dropbox
5. Perform weekly bank deposits
6. Manage checkbooks and write checks as needed.
7. Input expenses into QuickBooks, reconcile bank statements, and run reports (monthly)
8. Maintain, compile and mail sponsorship packets to new sponsors.
9. Set-up and maintain sponsor pledges in Donor Perfect
10. Send monthly reminder letters to sponsors
11. Compile quarterly delinquency report for sponsors and work with Communications Director
    on the follow-up plans
12. Assist the Communications Director with sponsor mailings and package collections
13. Assist with events, including managing RSVPs
14. Manage paperwork for trip participants and assist Trip leader (Chariots team member) as
    needed in trip preparations.

Qualifications:

1. Be faithful to the vision and mission of Chariots for Hope
2. Have a minimum of 3 years bookkeeping experience
3. Exhibit excellent oral and written communication skills
4. Proficient in the QuickBooks program
5. Work efficiently while being detailed oriented
6. Self-started with the ability to manage time effectively
7. Exhibit integrity in dealing with confidential donor, child and financial
   information
8. Work in collaboration with a diverse groups of people across cultures
9. Be a team player and flexible
10. Computer literacy with the ability to work across several databases
11. Ability to work remotely, if needed