**Receptionist**

**QUALIFICATIONS**

* Committed Seventh-day Adventist who prays and trusts in the Lord who is passionate about missions.
* Proficient in the use of basic web-based interfaces, applications, and databases, with a willingness to learn new programs.
* Strong interpersonal skills—Ability to connect and work well with others.
* Detail Oriented—Likes to manage many small details in an efficient manner.
* Humble Willingness to Serve—Has a willingness to do simple tasks, even ones that are not on the job description.
* Organizational Abilities--Can organize programs and people with efficient results.

**Reception / Office Assistant Duties**

* Greet guests that walk through the front door and facilitate their needs.
* Answer the phone and offer spiritual encouragement, prayer and support, as necessary, to the callers.
* Record donor interactions and communication in the fundraising database, Virtuous.
* Daily prepare mail with postage and deliver to the Post Office. Collect mail from the Post Office daily. Follow mail distribution policy.
* Monitor the office email account daily. Respond to and /or forward office emails within 24-48 hours of receiving them.
* Assist Accounting Manager with office tasks as needed. Which will include, but not limited to:
	+ Ordering Office Supplies
	+ Making sure the office building maintains a high standard of organization and cleanliness including the workroom.
	+ Maintain record of keys distributed.
* Assist with new employee orientation.
* Attend weekly Finance Team meetings.
* Assist with annual Audit.
* Other Tasks as needed.

**Accounts Payable**

* Daily scan and file invoices received.
* Ensure vendor bills receive proper approvals from managers.
* Assist Accounting Manager with requesting and collecting W9s from Vendors
* Follow up on missing receipts in Mesh.
* Manage Petty Cash Box daily.

**Accounts Receivable**

* Open donations received in the mail, scan, file, prepare deposit and take to the bank.
* Assist Staff Accountant with entering checks into Virtuous.
* Assist with donor receipts and mailings.
* Record phone donations on designated phone form and enter into Virtuous.
* Assist Staff Accountant with counting coin/cash donations and enter into Virtuous as needed.
* Be present to assist with yearend donations between Christmas Holiday and January 1.

**ASAP Office Team responsibilities**

* Lead out, as assigned, and regularly participate in devotional staff worship, staff meetings and prayer times.
* Participate in and help with office wide events such as Board Meeting Weekend, Open House, and Thank-a-thon.
* Call and thank Donors as needed.
* Be willing to help with any other office duties, working as a team.