

Accounting Assistant

Christians In Action is a nonprofit organization that has been in existence since 1957, originating in southern California, we relocated to Fresno in 2015. We are a God-centered inter-denominational mission organization with a focus on those who have not heard the good news about Jesus' love and forgiveness. We specialize in sharing the good news, discipleship, church planting, medical outreaches, community development, and education.

Christians In Action is seeking a detail-oriented and organized candidate to join our team as an Accounting Assistant. In this position, you will play a key role, assisting the Accounting Manager in our donation processing and financial record keeping. In addition, you will be a valuable member of our administrative team, dedicated to working together to fulfill our mission and vision.

If you think this sounds like a good fit for you, read on to learn more about the position. We'd love to hear from you.

Requirements:

- 1 year work experience and/or education in Accounting - know Accounting principles
- Detail oriented and organized, highly accurate
- Skilled in Quickbooks Desktop, QB Online or comparable software (preferred)
- Knowledge in MS Office and/or Google Suite
- CRM or database experience - data entry, queries, reports (or aptitude to learn)
- Experience with office machines: printer/copier, postage machine, folding machine, 10-key (or the ability to learn)
- English language speaking, reading, writing proficient
- Bilingual Spanish is a plus
- Willing to work in a Christian-based environment

Qualifications:

- High School Diploma or equivalent
- Some college or training in accounting/bookkeeping
- Some work experience in an office environment
- Experience in church or nonprofit (any capacity)

Responsibilities:

- Process donations received daily (open mail, bank deposits, enter into CRM software)
- Print and mail or email receipts to donors
- Generate or create reports (CRM, QB, Excel)
- Assist Accounting Manager with bookkeeping tasks (A/P, reconciliations, QB entries)
- Assist Accounting Manager with month end processing, reports and fund disbursements
- Maintain accurate records (electronic and paper), maintain filing system
- Correspondence via email/phone with missionaries, donors, vendors, etc.
- Assist with meetings and events
- Assist with general office tasks (including answering phones, etc)

Location: Fresno, CA

Hours: 35 hours/week, Monday - Friday Wage: \$16.00-\$17.00/hour

Benefits: Paid time off, matching 401K

- To Apply: Go to [cinami.org/about-us/job opportunities](http://cinami.org/about-us/job-opportunities) to fill out an application, attach resume/letter