



## **POSITION DESCRIPTION**

### **Office Assistant**

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**Summary:** Serves as initial voice and face of Entrust, greeting visitors to home office and responding to incoming phone calls. Supports Entrust's finance team by processing contributions and mailing receipts, maintaining and updating donor database, and initiating check requests. Assists with filing, writing letters, fulfilling orders for course materials and other general office tasks.

**Reports to:** Office manager

**Commitment:** Part-time (15-20 hours/week)

**Location:** Headquarters' office - Colorado Springs, CO

**Compensation:** \$14/hr.

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### **SPECIFIC AREAS OF RESPONSIBILITY**

- After coding and batching of donations by Office Manager is complete:
  - Record/enter all donations.
  - Ensure proper audit procedures are completed for every donation and batch.
  - Process bank deposits.
  - File and/or shred checks.
  - Process donor Electronic Fund Transfers (EFTs) and credit card donations.
  - Process and mail receipts for all contributions.
  - Provide batch details to Office Manager for posting to General Ledger.
  - Maintain deposit batch reports.
- Answer phones.
- Update donor database.
- Proof and verify missionary expense reports.
- Proof all A/P invoices and complete check requests.
- Cross-train on software and procedures, remain prepared to serve as backup for financial department.
- Respond to staff and donor financial inquiries. Pro-actively report financial and donor information to staff as required.
- Write acknowledgement letters to donors who give through an advised fund or IRA.

- Process requests from staff for brochures, envelopes, giving cards and other support-raising tools.
- Process requests for course materials.

## **OUTCOMES**

- Entrust will experience timely and accurate processing of all donations.
- Donations to Entrust will be deposited and recorded in a timely, accurate fashion.
- Reimbursements and invoice payments will be processed accurately and in a timely manner.
- Entrust donor records and receipts will be properly managed.
- Incoming phone calls will receive a timely response.
- Entrust donor-advised and IRA gifts will receive a timely acknowledgement.
- Entrust office will benefit through prioritization and careful execution of tasks.

## **QUALIFICATIONS**

### **Professional Qualifications**

- Organized and able to prioritize work. Excellent attention to detail.
- Courteous, cheerful phone and front office presence.
- Familiarity with PCs, Microsoft Word, databases and document merges; ability to learn additional computer programs and tasks as needed.

### **Personal Qualities Desired**

- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.

### **Spiritual Qualities Desired**

- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships with others.

### **Employment Requirements**

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the Entrust Handbook

*Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.*

April 2020