



## **CEF of South Carolina Inc. Employment Opportunity Description**

CEF® is a Bible-centered, interdenominational, worldwide organization, composed of born-again believers whose purpose and mission are to evangelize boys and girls with the Gospel of the Lord Jesus Christ, disciple them in the Word of God, and establish them in a Bible-believing church for Christian living.

### **Financial Assistant to the State Director for CEF of South Carolina Inc.**

**The Financial Assistant to the State Director** is an executive assistant to the state director responsible for financial administration and other duties as assigned by the state director. Reports to the state director. Part time position working 10-25+ hours per week. Flexible but consistent office hours may be considered between 9AM till 5PM, Monday through Friday. Compensation is \$18.00- \$20.00 per hour depending upon experience and other qualifying factors.

### **Qualifications**

Who we are looking for:

An Assistant shall be extremely detail-oriented, a problem solver, and very confident with bookkeeping for non-profit, able to lead other others to adapt and conform to standard practices while recommending improvements. The position requires strict adherence to policy and procedure compliance with quality verification in direct correlation with the state director. Efficiency and the ability to complete complex administrative tasks with minimal supervision are key. Impeccable verbal and written skills are great assets to bring to the table. Possesses the attribute of a lifelong learner. More importantly, applicants must be a born-again believer who feels called by God to this ministry and has proven capabilities in a business or organizational setting with a Christ-like professional manner.

### **The Assistant must possess:**

- A minimum of 3 years' experience in QuickBooks or QBO software; credentials and/or non-profit accounting experience is a plus.
- A minimum of 3 years' experience in office procedures, finance, accounting, analysis, and some working knowledge of project management.
- A high level of aptitude in Microsoft Office Suite with advanced Excel skills (mail merge, tables, forms), and proficiency in standard word processing, email, and spreadsheet software. MS or CS credentials is a plus.
- Detail-orientation ensuring all things are completed with excellence.
- Excellent communication skills which possess a balance of efficiency, effectiveness, engagement and empathy.
- The selfless ability to work with a variety of personalities and work as a team.

- The ability to understand and accept all aspects of the role, its responsibilities, and work on your own.
- The ability to be a continual learner and implement new skills.
- A deeply personal born-again relationship with Jesus Christ and who feels called of God to the ministry.
- A continual submission to the Holy Spirit that bears His fruit in all interactions.

### **General Responsibilities**

The Assistant is responsible for:

- Ensuring policies and procedures are followed with excellence and efficiency.
- Everyday state office operations and corporate administration in finance.
- Providing administrative support to the state director by gathering, preparing, maintaining, organizing, and updating information throughout the corporation.

### **Specific Responsibilities**

The Assistant must:

- Ensures correct and complete processing of all donations, deposits, and donor receipts.
- Serve as accounts payable and receivable clerk, bookkeeper for the state office and bookkeeping oversight for the local offices of the corporation.
- Maintain relationships with banking, insurance, CPA, payroll, and other third-party entities.
- Work in coordination of all local chapter office managers, bookkeepers, and administrators to ensure administrative policies and procedures are adhered to.
- Maintain monthly financial and other reporting requirements.
- Assist with budget preparation, IRS 990 preparation, and other reports as required.
- Learn to prepare and submit grant requests.
- Maintain reporting and data management.
- Perform other duties and projects assigned by the state director.

The Financial Assistant will support and maintain administrative operations of [Child Evangelism Fellowship® of South Carolina](#) in support of the state director's role.