



Part-Time Financial Administrator

Send56 Ministry, Inc. | Lawrenceville, GA | Part-Time 10 Hours

About Us

Send56 exists to engage senders and train native African missionaries to partner together to reach the unreached people groups in Africa with the gospel. From the place of presence-centered prayer, ***we help engage believers who are called to pray and send; train up native African missionaries who are ready to go and preach; and unite the global church to make disciples in all the tribes of Africa.*** For over 10 years, we have been serving the African missions movement by discipling and mobilizing a new generation of native African missionaries to love Jesus, fulfill the Great Commission, and usher in the return of the Lord. At the same time, we are serving the church in America by creating awareness of our biblical call to the unreached and as a result, engaging a new movement of senders. Using Romans 10 as our roadmap, we labor to build gospel partnerships between those called to send and go, unto new disciples of Jesus being raised up in the midst of the hardest-to-reach places.

What You'll Do

We are looking for a positive, team-oriented, kingdom-minded individual who prizes attention to detail and organization as they contribute their gifts to making much of Jesus in Africa. This part-time Financial Administrator is primarily responsible for ensuring the activity of finances going in and out of our organization are recorded accurately and that payroll is run every other week. You will serve as the liaison between our bookkeeping company and our HQ, working closely with our HQ Director, Office Admin and Financial Oversight Team to make sure they have correct data for timely and accurate communication and work. This position is estimated to take roughly 10 hours a week. While this position requires you to have some responsibilities in HR, along with your financial duties, your work will primarily be behind the scenes and therefore your hours can be flexible and mostly remote if needed, providing deadlines are consistently met.

- Accounts Receivable Coordination
 - Import weekly bank deposits into our donor database
 - Manage fund tracking spreadsheets
 - Work closely with Donor Relations Assistant, relaying card failures and other important details, to ensure donation accuracy and timely donor communication
- Accounts Payable and Payroll
 - Run staff payroll on bi-weekly basis
 - Administrate all reimbursements in receipt tracking software and make sure approvals are received from the correct department heads
 - Track all receipts from card users for monthly reconciliation
 - Make sure all auto-pay subscriptions are active and paid on time

- Assist Financial Oversight Team
 - Assist in coordination of monthly wire transfers to Africa
 - Review QBO on a monthly basis to ensure bookkeeper accuracy
 - Assist with end of year budgeting process
 - Assist in coordination and communication related to projects, department metrics and deadlines
 - Assist HQ in ensuring annual compliance, renewal items and tax issues are paid, filed and maintained
- HR Assistance
 - Handle the payroll portion of onboarding any new staff members
 - Assist current staff members with updating info in ADP & Aspire
 - Compile quarterly staff reviews for Financial Oversight Team
 - Oversee annual salary request process and mid-year bonus request process

What We'll Love About You

- You have a bachelor's degree or 3+ years of relevant work experience in accounting or bookkeeping roles.
- You know your way around QBO reports and love a good spreadsheet.
- You understand the importance of detailed accuracy when it comes to financial tracking, both in serving leadership decisions and caring for our donors.
- You emulate a low-drama, high-momentum, high-capacity, positive-outlook, overcomer, dreamer, creative, can-do-whatever-it-takes attitude.
- You are passionate about taking big visions and turning them into reality through strategic execution.
- You are able to make independent decisions and problem solve with innovation.
- You are effective at multitasking and time management to meet strict deadlines while remaining flexible and adaptable with a growing organization.
- You are teachable, eager to learn and thrive in a growing organization.
- You have the ability to anticipate needs and work above and beyond expectations.

Bonus Points If...

- You have completed a GateCity House of Prayer Internship or GateCity Global Training School.
- Your closet is coordinated by color and season.
- You realize the importance caffeinated beverages have on a team.
- You make to-do lists just to check things off.

APPLY NOW!