

Open Position: Accounting Clerk

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:

Accounting Clerk

Agape is seeking an **Accounting Clerk** to perform administrative, financial, and clerical functions associated with cash, accounts payable and accounts receivable. Those functions include, but are not limited to: Reviewing approved invoices for accuracy and enters invoices for payment, mail checks and files paid invoices; assisting auditors with yearend audit as needed; preparing and completing bank deposits; providing a daily deposit log to the development clerical staff for use in donor acknowledgements; maintaining Agency's petty cash and reconciling monthly; reconciling and maintaining the Agency's credit card statement and records for payment in a timely manner; assisting Chief Financial Officer & Accounting Coordinator with various financial reports as needed; supporting other clerical employees to purchase needed office supplies and Agency cell phones; providing information to vendors and board members as appropriate; responding to routine requests for information from vendors, employees, or other individuals as appropriate; participating in staff meetings, in-service training, workshops, conferences, as approved or planned by the Agency to improve/enhance skills related to position.

Education & Experience Required:

Bachelor degree in Business, Accounting or related major, one to two years of experience in bookkeeping, accounting or other relevant experience, demonstrated ability to work with a wide range of people, excellent communication skills both verbal and written, proven ability as a problem solver and self-starter, excellent computer skills, and demonstrated user orientation. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Qualified Applicants, please send resumes to: Employment@Agapemeanslove.org

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Contact:

Derichia Wells, 901.323.3600, Employment@Agapemeanslove.org

**All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*