

# Open Position: Accounting Coordinator

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:

## Accounting Coordinator

Agape is seeking a dynamic, assertive and motivated **Accounting Coordinator** to serve on the agency's Finance Team. The **Accounting Coordinator** is responsible for overseeing all accounts payable and receivable data entries as well as payroll processing. The Accounting Coordinator reports to the Chief Financial Officer (CFO). This role works directly with leadership to develop program budgets, provide financial statements, and reporting. The **Accounting Coordinator** is responsible for providing monthly reconciliations (i.e. bank reconciliations, receivables/payables, prepaid insurance, accumulated depreciation, etc.) to the Chief Financial Officer. The **Accounting Coordinator** is also responsible for processing bi-weekly payroll and assisting auditors with year-end audits as necessary. The successful candidate must possess the ability to work well independently as well as part of a team.

### Education & Experience Required:

BA/BS Degree in Accounting, Finance or related major and at least three (3) years of experience in bookkeeping, accounting or other relevant experience. Candidates must have demonstrated ability to work with a wide range of people, excellent communication skills - both verbal and written, and proven ability as a problem solver and self-starter. Excellent computer skills, with demonstrated proficiency with Microsoft Office, specifically Excel. Preferred qualifications include: Experience with non-profits through public accounting or financial management; four (4) years of bookkeeping or accounting experience; 2+ years supervisory experience with professional staff; experience using Financial Edge and Raiser's Edge software. Will be required to work a flexible schedule; available as needed some evenings and weekends. 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](mailto: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](http://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](mailto: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.*