



Accounts Receivable/Office Manager

REST Job Description

ROLE SUMMARY: Real Escape from the Sex Trade (REST) exists to provide pathways to freedom, safety, and hope for victims of sex trafficking and people involved in the sex trade. The Accounts Receivable/Office Manager position will play a vital role in REST's financial integrity by maintaining financial records and assisting with the general operations of the finance department. This position is also responsible to work within eTapestry, the organization's donor database, to ensure the timely, accurate, and consistent processing of donor gifts and acknowledgements. This position reports to the Business Manager and is a member of the finance team.

RESPONSIBILITIES

- Process all donations; prepare cash/check deposits, record all donations into eTapestry
- Generate receipts and acknowledgement letters
- Input and receipt all ACH debits and credit card gifts, as well as GIK donations
- Submit and reconcile database reports with Finance Team; generate reports and queries for accounting as needed
- Maintain membership account information in eTapestry, updating current contact information, payment methods, and mailing preferences
- Regularly contact monthly donors, updating needed credit card information to maintain their giving schedule
- Assist in accounting and receipting for major fundraisers; contribute to special event planning as requested
- Work with Director of Development and the Business Manager to ensure accurate entries into eTapestry
- Assist REST Finance Team in adhering to GAAP standards
- Develop written policies and procedures related to the activities of this role
- Organize monthly bank statement and attach documentation for each transaction
- Download monthly credit card statements and email to each staff member
- Enter credit card charges in Quickbooks
- Maintain office/cleaning supplies
- Any other task assigned by supervisor
- Process incoming mail

QUALIFICATIONS

- Active and vital relationship with Jesus
- Actively involved in a local church, faithful member, and participating in ongoing community
- Detail oriented, with solid and accurate data entry skills
- Ability to organize, discern, and problem-solve creatively
- Flexible and able to respond to leadership directives in a timely manner
- Superior oral and written communication skills
- Ability to work on several projects simultaneously
- Friendly and personable demeanor
- Reliable, punctual and efficient
- Self-starter with strong time management abilities
- One year eTapestry or other donor database management experience
- At least one year experience in Quickbooks

Schedule: Part time Flexible

Location: REST Office

Hours: 15-20 hours per week

Rate: \$17.00 to \$19.00 -/hr DOE