



Office Manager (Part Time)

Faith-based international mission organization is looking to hire immediately an attention-to-detail individual to fill a part-time Office Manager position (20 hours per week) in our Newport News office. The Office Manager is responsible for administrative functions including data entry, correspondence, budget reconciliation, scheduling, filing, and report writing.

RESPONSIBILITIES:

1. Make entries and run reports in donor management system database (DonorPerfect)
2. Prepare written tax receipts and correspondence to donors
3. Work closely with outside bookkeeping firm to process payables and receivables
4. Use QuickBooks to analyze and present financial reports
5. Reconcile monthly budgets and expenditures
6. Handle banking transactions, including regular deposits
7. Review invoices and seek administrative cost-savings
8. Schedule appointments with donors
9. Ensure all annual membership renewals and dues are current
10. Complete and submit forms and applications with government agencies, associations, and other organizations with whom Orphan Helpers does business

QUALIFICATIONS:

1. Bilingual English/Spanish preferred
2. Experience with accounting and reporting software, including QuickBooks and DonorPerfect
3. Excellent computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint
4. Strong organizational, financial, and time management skills with exceptional attention to detail
5. Passion for the mission of Orphan Helpers to equip abandoned, abused, and incarcerated youth for success by serving their physical, spiritual, educational and emotional needs.

Qualified applicants should submit a resume with cover letter stating how the applicant's passion and skillset align with the position description. Please send applications to iwannaknow@orphanhelpers.org by January 24, 2019.