



MissionGO Job Description

Job Title: Accounting & Finance Representative
Department: Finance
Reports to: Chief Financial Officer
Salary Range: Salary Commensurate with Experience
Location: Buffalo, New York

Ministry Focus

Since MissionGO is a Christian mission organization whose role involves both ministry in and to the local church, both in the US and abroad, and since it is expected of our donor base that we operate as a Christian ministry giving honor to Jesus Christ, each employee shall:

1. Participate in weekly prayer meetings and corporate prayers.
2. Pray with missionaries when requested by the same or when deemed appropriate with missionary permission. (This will apply to some positions more than others.)
3. Conduct themselves in a Christ-like manner at work and outside the workplace.
4. Promote and defend the evangelical approach to ministry that MissionGO has adopted and put into practice.

It is further recognized that, since MissionGO is a faith-based ministry, both in the US and abroad, each employee should be a member in good standing of a church that is in agreement with the Statement of Faith of MissionGO.

Job Overview

MissionGO is seeking an experienced and detail-oriented individual to join our financial team. The Accounting & Finance Representative is responsible for working collaboratively with the finance team to build and execute the organization's donor base by providing exceptional service to our donors and employees. This position reports directly to the Chief Financial Officer and acts as a frontline representative of the organization. This position is an asset to ensure financial affairs are managed through high-level efficiency and streamlined processing.

The Accounting & Finance Representative is responsible for regular financial tasks that include, but are not limited to, accounting entry, accounts payable, account reconciliation, donor communications, and communication with our volunteers. The ideal candidate will be highly organized and capable of managing multiple tasks collaboratively. This position will require the ability to maintain expert discretion and professionalism when working with confidential financial information.

Essential Duties and Responsibilities:

- Provide exceptional proactive donor support and donation processing via offline and online channels by identifying and resolving issues that may arise
- Provide timely and accurate information to donors that meets or exceeds expectations
- Develop and maintain productive donor relationships on behalf of MissionGO, ensuring total donor satisfaction and streamlined processing to meet the desired outcome of retaining and acquiring donors
- Demonstrate proficiency and understanding of accounting systems and software to perform required tasks related to accounts payable and bank-related activity
- Process donations, tax receipts, inbound and outbound phone calls, timely donor acknowledgment letters, and other financial functions
- Organize and manage Accounts Payable
- Assist in monthly Missionary Payroll and Reimbursement management
- Assist with the preparation and submission of town, state, and government filings
- Assist on an as-needed basis with special projects and assignments from the CFO

Qualifications:

- Must be in full agreement with MissionGO's vision and Statement of Faith
- Bachelor's degree or a 2-year related post-secondary diploma program (e.g., Business, fundraising, etc.)
- A minimum of 4-5 years of related experience in accounting or bookkeeping
- Management/Office Administration experience
- Experience reconciling bank accounts, accounts payable, or performing financial tasks
- Any additional experience relating to customer service, administrative and database software programs, data entry, and database maintenance is preferred
- A commitment to the mandate of MissionGO and Christian ethics

Knowledge, Skills, and Abilities:

- Strong Microsoft Office skills, web-based applications, and payment services
- Ability to handle and maintain confidential information
- Strong verbal and written communication skills
- Critical thinking, demonstrating accuracy and keen attention to detail while optimizing organizational skills
- Excellent time management skills and the ability to manage changing priorities and multiple requests simultaneously
- Ability to work independently and as a collaborative member of a team

Work Schedule: Full-time, 9-5pm.

Benefits:

- Paid Time Off, Paid Holidays, Paid Sick Time
- Access to Medical Insurance

- Participation in a 403(b) retirement plan
- Teamwork: You will be part of a friendly and driven staff to provide exceptional service.
- Community: Fellowship and prayer with your colleagues and be encouraged in your faith.
- Career development and mentoring: We are a Christian organization with experienced and thoughtful leaders committed to investing their time to grow and develop others.

Please send your cover letter, resume, and any reference letters you would like to include to hr@missiongo.org.