



Accounting & Office Assistant Job Description

Revised: October 2021

Youth Dynamics Mission Statement:

To invite and challenge youth to a lifelong adventure with Christ and His church.

Position Overview:

If you desire to serve in a Christian workplace and use your skills to help fulfill the mission of Youth Dynamics, then this is a great opportunity for you. We are looking to hire a part-time accounting and office assistant for 24 hours per week with additional flex hours as needed to help Youth Dynamics successfully fulfill our mission, care for our missionaries, and provide excellent financial stewardship of the resources entrusted to us. Working under the direction of the Finance Director, the ideal candidate will oversee accounts payable, account reconciliations, input general journal entries, assist with processing donations, assist with payroll, order fulfillment and purchasing, and help in other areas as needed. This person will also assist the office administrator and cross-train to fill in when needed (i.e. vacations, sickness).

Organization Overview:

Founded in 1970, the mission of Youth Dynamics is to invite and challenge youth to a lifelong adventure with Christ and His church. With several locations across the Pacific Northwest, we minister to youth through Relational Adventure Youth Ministry. For more information, please visit our website at www.yd.org.

Primary Responsibilities:

1. Accounts payable
2. Credit card management
3. Reimbursements
4. Checking account management and reconciliation
5. Assist with payroll
6. General journal entries
7. Donation and income processing when needed
8. Process online store orders including shipping and fulfillment
9. Purchase supplies
10. Filing and annual archiving of financial files
11. Other duties as assigned

Preferred Skills:

1. Experience using Quickbooks or accounting software, and Excel
2. General understanding of accounting
3. Must have strong and effective communication skills (oral and written) for a variety of audiences
4. Ability to meet deadlines
5. Experience in customer service and interpersonal skills that include proper etiquette in social and business situations
6. Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, calculator)

Competencies and Qualifications:

1. Active relationship with Christ
2. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
3. Critical thinker and attention to detail
4. Work independently and within a team, with initiative, yet accept direction
5. Must have current application on file

Work Schedule:

- Three days a week, avg. 24 hours per week, work days to be determined

Compensation:

- \$17.50 per hour to start, DOE.

To Apply:

Please submit a cover letter and your resume to hr@yd.org. Complete online application at <https://yd.org/join-our-team>

Open Until Filled