



Churches of Greater Austin
Bringing Hope into Crisis™

ADRN Bookkeeper

Job Summary:

Austin Disaster Relief Network is seeking a full-time, detail-oriented, thorough, and organized Bookkeeper to join our team. In this position, you will play a key role in managing the finances of our business, including creating financial transactions, performing administrative duties, and generating relevant reports. Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our Organization.

Responsibilities:

- Collaborate and communicate with employees, vendors, and donors to ensure the accuracy of financial transactions.
- Work within our accounting team to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and manage invoices and payments.
- Record day-to-day financial transactions and complete the posting process.
- Perform general bookkeeping duties, including posting information to accounting software and regularly reconciling accounts.
- Pay bills and payment requests, including survivor support funding, as well as supplier and vendor invoices.
- Obtain necessary tax forms from new vendors.
- Distribute donor reports and ensure that pledges are collected in a timely manner.
- Verify that transactions are recorded in the correct account code, classification, and fund.
- Enter data, maintain records, and create reports and financial statements.
- Process accounts payable and handle payroll in a timely manner.
- Follow up with donors on various payment issues.
- Record and track inventory levels and related purchase, sales, and cost of goods transactions.
- Record cash receipts and make bank deposits.
- Maintain the petty cash fund.
- Assemble information for external auditors for the annual audit.
- Maintain an orderly accounting filing system.
- Provide clerical and administrative support to management as requested, including scanning, copying, filing, post office errands, bank errands, and various related duties.
- Follow accounting policies and procedures.

Qualifications:

- Detail-oriented, thorough, and organized.
- Proven bookkeeping experience.
- The high degree of accuracy and attention to detail.
- Able to multitask, prioritize, work under pressure, and meet deadlines.
- Ability to communicate complex data clearly.
- Excellent data entry skills.
- Great interpersonal and customer service skills.
- Strong ability to keep records and files organized.

- Competent collaborator and skilled cross-functional communicator.
- Ability to identify errors and solve problems.
- Decisive and systematic thinker.
- Familiarity with a wide range of financial transactions including accounts payable, inventory, cost of goods sold, etc.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post, and manage accounting figures and financial records.
- Hands-on experience with spreadsheets (Microsoft Excel and Google Sheets).
- Proficiency in MS Office and in Google services/Apps.

Experience:

- Experience with non-profit companies is preferred.
- Our ideal candidate holds at least a high school diploma (preferably followed by accounting/bookkeeping university or CPE courses) and is familiar with various accounting software packages, bookkeeping procedures, and generally accepted accounting principles.
- Two years of full-time or equivalent bookkeeping experience preferred.

Organizational Expectations of Staff:

- Follow organizational policy & procedures and practice a culture of honor with one another.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an “I AM Ready™ Christian,” emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month, away from the office, seeking God’s face for direction, guidance, support, and relief for the role. Spend time in the Word and prayer with God for spiritual instruction, growth, and rest
- Attend all of ADRN’s emotional, spiritual, and physical training to understand the depth of what ADRN offers to churches and volunteers.
- Minimum of 40 hours per week.

Key Attributes:

- Willingness to accept our Statement of Faith.
- Excellent interpersonal skills.
- Resourceful and innovative problem-solving skills.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional, and spiritual needs of those affected by a disaster. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7

Healthcare benefits partially subsidized by the organization, are available to all full-time employees.

Send Resume to: HR@ADRNTX.ORG

Signature

Date