



## JOB DESCRIPTION

**Job Title:** Accounting Coordinator  
**Classification:** Full-Time Non-exempt  
**Location:** In-office position located in Appleton, Wisconsin  
**Reports to:** Chief Financial & Human Resource Officer

### Overview:

The Accounting Coordinator will primarily be working with accounts payable, daily and monthly cash reconciliation, electronic receipt processing including follow-up with donors or clients, bank reconciliation, and other accounting entries and reports.

### Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Vision, Mission, Core Values, and Doctrinal Statements & Beliefs.
- Have an active and growing personal relationship with Jesus Christ.
- Will demonstrate a Christ-like attitude by praying, sharing, and pointing people to Jesus Christ.
- Is expected to be actively involved in a local church.

### Primary Responsibilities:

- Daily and monthly cash reconciliation.
- Accounts payable functions include processing invoices and payments, preparation for supervisor approval, selection of invoices and payment, setting up new vendors, requesting and recording W9 forms, and updating vendor information.
- Vendor electronic payment processing and tracking.
- Handles and processes various electronic forms of payment for donors & business clients including tracking of all monthly recurring records.
- Follow up with donors and clients with electronic processing expirations or declines.
- Recording of monthly cash receipts journal entries.
- Bank Reconciliations.
- Payroll processing backup.
- Attend scheduled staff meetings.
- Attend promotional events, as needed.
- Other duties as assigned.

### Requirements:

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Shows genuine and sincere appreciation to donors at all levels of the ministry.
- Problem solving mentality offering solutions that fit within ministry guidelines.
- Detail orientated, ability to multi-task, is a self-motivated person.
- Strategic thinker with ability to manage multiple projects at the same time and assess outcomes.

- Emotionally intelligent and can interact with others well to maintain and grow co-worker, contractor, and vendor relationships.
- Strong attention to detail to maintain correct and accurate information and able to troubleshoot errors and issues.
- Committed team player who listens well and who is not afraid to ask for help when needed.
- Strong written and verbal communication skills.
- Proficient computer knowledge using Microsoft Office suite.
- Works well with others, trustworthy, honest, dependable and passionate about the outreach of The Family.

**Experience and Education:**

- High School Diploma required, associate degree preferred.
- 2-year minimum data entry

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

<b>Physical Demands/Working Conditions:</b>	<b>Continuously (67% - 100%)</b>	<b>Frequently (34% - 66%)</b>	<b>Occasionally (1% - 33%)</b>
Working in usual office environment	x		
Focusing on computer screen for extended periods of time	x		
Keyboard and mouse use for extended periods of time	x		
Communicating clearly (speak) in English	x		
Reading and following written directions	x		
Hearing	x		
Listening	x		
Vision (close, distance & ability to adjust focus)	x		
Using hands/fingers to handle, feel or write with clarity	x		
Sitting or standing for extended periods of time		x	
Driving for work			x
Driving at night and/or in poor weather conditions			x
Lifting and/or carry – up to 25 lbs.			x
Pulling and/or pushing			x
Walking			x
Walking on uneven ground			x
Reaching with hands and arms			x
Stooping, Kneeling, Crouching or Crawling			x
Climbing stairs			x
Climbing ladders			x
Exposure to outdoor conditions			x
Working overtime hours as required			x
Working in confined places			x
Being exposed to excessive noise			x
Travel within Wisconsin (away from primary work location)			x