



Finance Assistant over Service Trips (Volunteer Position)

Start Date

June 27, 2022

Applicable Majors:

Finance, Accounting

Why this position matters:

Service trip finances have the potential to bottleneck the entire organization's accounting processes. By helping in this role, you will ensure trips are processed quickly and efficiently!

What this role is all about:

The Finance Assistant over Service Trips is a support to the Finance Manager. This role performs various tasks including balancing expense reports for cash advanced to trip leaders and realizing revenue for the service trips on our accounting software. Ultimately, your job is to lighten the burden of the Finance Manager.

In short you will be responsible for:

Realizing Trip Revenue

- Verifying income for each trip using quickbooks
- Running reports for unearned revenue
- Creating invoices for realizing service trip revenue on quickbooks

Preparing Expense reports

- Creating digital copies of receipts/trackers from trip leaders
- Creating expense reports based on the receipts returned and balancing the cash advanced to trip leaders



Requirements:

- Ability to work 3-5 hours a week, with flexibility when more trips are happening in a short period of time
- Basic knowledge of accounting principles and spreadsheet skills (we use Quickbooks)
- Proficient in the use of computers, Google Docs, and Microsoft Office
- Superb organizational skills
- Motivated to solve problems
- Comfortable with multiple tasks and projects at hand
- Self-directed and able to work without constant supervision
- Able to perform clerical duties, maintaining files and confidential information, organizing documents as needed

About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please check us out at www.achf.org and look for us on FB and Instagram.

To apply, email your cover letter and resume to info@achf.org.