



**DAI**  
**Job Title: Assistant to the CFO**  
**Date: March, 2019**

**Reporting Relationships:** Reports primarily to the CFO.

**Job Summary:** Working closely with the CFO, providing Bookkeeping, Accounting, and other miscellaneous tasks for the CFO.

***Duties and Responsibilities***

- Accounts Payable
  - Enter and print/mail checks
  - Enter EFT and Wire payments
  - Enter recurring bill payments
  - Enter staff travel advances and reconciliations/reports
  
- DAI Business Card
  - Collect DAI Business Card Reports from staff and ensure all backup for charges is attached and accounted for.
  - Enter staff credit card charges into QuickBooks
  - Reconcile credit card account monthly
  - Email monthly statements and reminders to staff
  - Receive calls regarding potential fraudulent charges and follow-up with staff and/or bank.
  - Call 1<sup>st</sup> Bank Visa department as needed to make note of staff travel or large charges coming through.
  - Order and cancel cards as needed
  
- Online banking
  - Initiate Wires and EFT's per CFO (maybe primary duty or backup)
  - Check international wire payees in US Government OFAC system
  - Check for incoming wires and EFT's
  - Research items as needed
  
- State Charitable Registrations
  - Track state due dates for registration renewals
  - Collect data needed for reports
  - Fill out reports for CFO's review, as needed
  - Assist with related tasks as needed such as cover letters, priority mail, filing extensions, etc.

- Ministry Centers/Field Staff
  - Inform staff of monthly transfers – date/transfer details
  - Enter Wire/EFT details into Quick Books
  - Enter Fees into QuickBooks
  - Email reports to staff as needed (Funds on Hand, Contributions, etc.)
  - Assist with quarterly report process
    - Email reminders to staff
    - Collect and review reports for accuracy
    - Forward reports to CFO
  
- Miscellaneous
  - Assist with QuickBooks reports for departments, staff, donor development, as needed
  - Assist with year-end financial audit and filing/disposal of records.
  - Assist with budget process
  - Assist with SharePoint – uploading and keeping documents current
  - Create letters or invoices as needed for staff, reports, etc. as needed by CFO and/or President/CEO
  - Other tasks as needed
  
- Fiscal Sponsors
  - Communicate with Fiscal Sponsors, track and collect the following:
    - Assist Development Staff if needed:
      - MOU with DAI, renew each year as needed
      - Collect copies of proposals
      - Collect copies of reports back to foundations and/or DAI on use of funds
      - Organize files and reports for DAI’s annual audit
    - Track incoming/outgoing funds and fees for each Fiscal Sponsor in excel
    - Email monthly reports of funds on hand with DAI to each Fiscal Sponsor

***Knowledge, Skills and Abilities Required***

1. Has a personal relationship with Jesus Christ; is a consistent witness of Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of DAI and faithfully upholds DAI’s ministry in prayer.
2. Organized, detail oriented, and ability to independently follow through on tasks and goals.
3. Culturally sensitive, communication skills.
4. Experience in bookkeeping.
5. Experience in QuickBooks Pro Multi User not required, but a plus, as well as experience in any of the other software used by DAI which includes: Razors Edge Donor System, Microsoft Office – Word, Excel, SharePoint, Adobe Acrobat
6. Flexible, willing to learn and take on new responsibilities as able/needed.

***Working Conditions***

- The position is part-time, with flexible hours, approximately 10 to 15 hours per week.
- This is an hourly position, with a starting wage of \$22 per hour.
- A laptop will be provided.
- Workspace at DAI office with option to work at home when needed.

The above statements are intended to describe the essential functions of this job. It may be necessary to perform other tasks as needed.

To apply for this position, please send your CV and cover letter to [cmatas@daintl.org](mailto:cmatas@daintl.org)