



Administration Office
ADMINISTRATIVE ASSISTANT
(ACCOUNTING)
Job Description

Organization

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission provides a complete continuum of care specifically tailored to the needs of homeless people offering shelter, intervention, substance abuse recovery, and life skills development.

Summary

The Administrative Assistant provides supportive services to the Controller and Accountant so that Great Falls Rescue Mission functions effectively to serve the hurting, hungry and homeless in North Central Montana. This is a full-time position, Monday - Friday, 8:00am - 5:00pm, reporting to the GFRM Controller and/or Accountant. The Mission will provide basic training in QuickBooks, general training and other Rescue Mission operation orientation as needed. This position includes benefits. Compensation will depend upon professional work experience and training.

Essential Duties & Responsibilities

- Provides duties in a job-share, fast-paced environment in the GFRM Business Office.
- Provide clerical and administrative support to the Controller and Accountant.
- Enter financial data into QuickBooks.
- Maintain the Petty Cash fund.
- Assist the Controller/Accountant in preparation and distribution of budgets and financial reports, accounts payable and receivable, payroll, financial analysis, employee benefits, tax reports, etc.
- Supervise, analyze, and revise administration of the Gifts-in-Kind program, as necessary.
- Administer GFRM procurement policy.
- Maintain and/or supervise accurate and timely file records for the Business Office.
- Perform general office and clerical work and other duties as assigned.
- Supervise 1-2 intermittent employees and/or volunteers.
- Provide services to staff, clients, vendors, etc. with a Christ-like manner at all times.
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines.
- Conduct self in a safe manner and help maintain a safe working environment at all times.

Qualifications

- A solid Bible-based evangelical Christian faith, compatible with GFRM's Statement of Faith.
- Must have theology compatible with GFRM's core values.
- Have a love for hurting people.
- Ability to communicate well with donors, clients, fellow employees and the general public.
- Ability to maintain confidentiality in all accounting and personnel situations.
- Develop a trust relationship with fellow employees, clients, vendors, etc.
- Accounting experience, preferably in non-profit accounting (minimum 1-2 years).

Skills

- Ability to effectively multi-task, have good communication skills, and strong listening skills.
- Must have basic data processing skills, word processing, and desk top publishing skills.
- Excellent people skills, with proven ability to encourage and motivate others.
- Teachable spirit and willingness to submit to leadership.
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability.
- Committed to team participation. Must be effective in working with staff within the facility.
- Must be a self- initiator who can work under deadlines.
- GFRM will provide training in GFRM uniqueness, non-profit accounting, and ministry operation, as needed.

Physical Demands

- This position requires extended times of work in an office environment, in meetings and working at a desk and computer.
- In cooperation with other ministry activities, lifting of up to 50 pounds may be required.

Software & Equipment

- Must be familiar with QuickBooks Pro, Windows, Microsoft Word, and Excel.
- Must be familiar with basic office equipment, such as computers, copiers, printers and postage machine.

Applications can be picked up and are accepted with your resume at:

Great Falls Rescue Mission
Administration Office
408 2nd Avenue South, East Entrance
Monday – Friday
8:30 am – 5:00pm
(406) 761-2653
contactus@gfrescuemission.org