



## **Missionary Athletes International / Chicago Eagles**

### **Position Available – Administrative Assistant / Accounting**

Part-time Administrative Assistant for non-profit sports ministry organization located on the north side of Wheaton.

#### **Position Description**

Individual will be responsible for assisting the Chicago Office Director with the management of general office operations. Responsibilities include:

##### Accounting/Bookkeeping

- Maintaining accurate accounting information utilizing Peachtree Accounting software and communicating with ministry corporate offices concerning daily/monthly/yearly accounting issues
- Detailed review of monthly general ledger accounts to insure that all income and expenses are being posted to the correct accounts
- Understand and report on monthly status of actual v. budget information, informing ministry director of current status of key financial accounts on a consistent and regular basis
- Investigate possible cost savings opportunities involving controllable monthly expenses

##### General Office Administration

- Answer phone calls and respond to inquiries
- Monitor and order office supplies as needed, maintain accurate filing system.
- Complete special projects at the request of the Ministry Director or Corporate Headquarters regarding financial/accounting information.
- Assist office director in the ongoing administrative functions of the office

Hours: 10-15 hours per week. Flexible work schedule as long as a consistent schedule is established and adhered to.

Pay: \$13 - \$15/hr

Start: Immediately

#### **Requirements**

- Strong accounting background – **Must**. Ability to learn Peachtree Accounting software
- Good communications skills and experience in dealing with the public
- Experience in managing the administrative operations of an office or business department.
- Demonstrated proficiency with all Microsoft Office applications, in particular Excel
- Independent, self-starter capable of learning the accounting/budget information quickly and working on a daily basis with limited direction
- Agreement with MAI's statement of faith and operate in a Christian office environment that emphasizes respect, care, and concern for everyone involved in the ministry, and those people the ministry reaches.
- Enjoy sports, in particular soccer, a plus (but not essential)

Please direct interest and/or questions to:

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