



Financial Services Coordinator

U.S. Office, Sister Connection

The Financial Services Coordinator works directly with the CEO & Treasurer to ensure the efficient and intended allocation of donated funds across the ministry's various programs. This position reports directly to the organization's President/CEO.

Organization's Mission

To raise up the destitute widows and orphans of Burundi by providing paths toward self-sufficiency.

Organization's Vision

To enable Burundi's widows and orphans to thrive in their communities with healing, dignity and hope.

Sister Connection Core Values

- God-dependent: Seeking God first in all things or moving in step with God's spirit
- Biblically-based: Faithfully living the Biblical directive to help widows and orphans (James 1:27)
- Integrity-focused: Transparent honesty and reliable consistency
- Dignity: Respecting each person's inherent dignity as created in the image of God
- Relationships: Investing in healthy relationships through love, forgiveness, and grace
- Capacity-building: Creating capacity for others to reach their potential
- Long-term-sustainability: Stewardship that creates long-term sustainability for others and the ministry

Duties and Responsibilities

- Record financial gifts received in Wenatchee office to Aplos Accounting Program
- Record reallocation of WePay sponsorship contributions to Aplos Accounting Program
- Record PayPal, Benevity, Amazon Smile, etc., items received into People's Bank
- Record payroll transactions from People's Bank to Aplos Accounting Program
- Record expenses made through People's Bank transactions (credit card, bank fees, rent)
- Record interest income on People's Bank savings account
- Add tag and purpose to Aplos for newly sponsored widows.
- Assist in reconciliation of sponsorship spreadsheet
- Other tasks or duties as assigned
- Organize and file ALL correspondence received at the Wenatchee office

Supervision Received

- Reports directly to organization's President/CEO
- Coordinates regularly (weekly) with organization's Treasurer



Qualifications and Expectations

- Minimum Education: Bachelor's degree
- Minimum Experience: Five years experience at an administration level
- Must handle confidential information with discretion
- Proficiency in productivity suites (Google Suite, Aplos, Microsoft Office)
- Excellent time management and organization skills
- Clear, efficient, and effective communicator, written and spoken

I have read and understood the requirements as detailed above, and I agree to abide by them to the best of my ability.

Signed _____ Dated _____

Print name _____