



Transforming lives to further the Kingdom of God

Job Posting for Accounting Assistant

Good Samaritan Ministries is a 501-C (3) non-profit that provides counseling, training and other services on a donation basis. The ministry is headquartered in Beaverton, Oregon, with counseling centers across the PNW, plus active ministries in 27 countries.

Position:

We are looking for someone with the heart of a Good Samaritan and a willingness to serve. This is a part-time position as an Assistant in the GSM Business Office. This position will provide support to the Accounting Manager and assist with all business functions of the ministry. This position serves as a liaison between country leaders, satellite leaders and the main office.

Qualifications:

- Minimum of 1 to 2 years of bookkeeping experience with QuickBooks Online.
- Experience with Microsoft Office products, including Excel, Word and Teams.
- Basic accounting knowledge with coursework in accounting considered a plus.
- Familiarity with international wiring of funds considered a plus.

Skills:

- Willingness to serve in multiple capacities as needed.
- Good attention to accuracy and detail.
- Excellent oral and written communication skills.
- Attentive to the needs of donors, volunteers and staff.

Responsibilities to include:

Local GSM Business Support

- Data entry of checks into QuickBooks and making bank deposits with check processing machine.
- Record and deposit cash donations weekly.
- Filing of financial information from deposits, international wires, and cash deposits.
- Provide support to the Accounting Manager on projects as needed.
- Provide support to the Executive Director and administrative staff as needed.
- Check mail and deliver to Executive Director.
- Participate in special GSM events throughout the year.
- Manage and reconcile Petty Cash account and disbursement of funds to staff.



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International GSM Business Support

- All record keeping and data input related to wiring of International Funds.
- Provide monthly financial statements for international satellite leaders.
- Communication with Satellite and Country Leaders in relation to Funds transfer.
- Completion of Wire Transfers on a monthly basis.
- Reconciliation and accuracy of International Profit & Loss statements on a monthly basis for each country.
- Preparation of International Annual Report to be included in overall ministry Annual Report.

GSM provides employees with competitive wage rates and excellent benefits including medical, dental, holiday and vacation pay and a Simple IRA retirement program. Further information about GSM is available at our website: www.GoodSamaritanMinistries.org.

If you are interested in this position, please send a cover letter and resume to accounting@gsmusa.org, attention Leslie Ross.