



380 Franklin Avenue – Aliquippa, PA 15001  
(908) 727-3353

<b>Job Title:</b>	Development Assistant	<b>Position Type:</b>	Part-Time – 12-15 hrs/week
<b>Hourly Rate:</b>	\$20 / hour	<b>Department:</b>	Accounting
<b>Location:</b>	Aliquippa, PA		
<b>Contact:</b>	Greg Miller, National Director	<b>Date Posted:</b>	8/2/2021
<b>Website:</b>	www.churcharmyusa.org		

**Applications Accepted By:**

**EMAIL:**

gregmiller@churcharmyusa.org  
Development Assistant Position

**MAIL:**

Rev. Capt. Greg Miller  
Church Army USA  
380 Franklin Avenue  
Aliquippa, PA 15001

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Process donor gifts – deposits from multiple sources – Mail, credit card, Facebook, ACH withdrawals, etc.
- Prepare deposits
- Enter gift data in donor management software
- Enter gift data in QuickBooks accounting system and in individual evangelist spreadsheets.
- Prepare “Thank You” notes for all gifts for all donors

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Associate’s degree or equivalent

3-5 years’ experience in bookkeeping or accounting for nonprofit organizations

**PREFERRED SKILLS**

- Advanced proficiency in QuickBooks
- Additional proficiencies in Excel and database management.
- Excellent verbal and written communication skills
- Strong organizational, problem solving, and analytical skills
- Strong attention to detail
- Ability to manage priorities and workflow
- Ability to deal effectively with a diversity of individual at all organizational levels
- Understanding of and commitment to Church Army USA’s mission

<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time