

ACCOUNTING ASSISTANT

Right to Life of Michigan is seeking a prolife individual to assist the Accounting Department and provide support for various RLM Directors as required.

Responsibilities:

1. Accounting mail clerk with responsibilities to include, but not limited to, the following:
 - Process entries in RLM and EF checking account in accounting system general ledger.
 - Create and file daily log sheet for all activity.
 - Conference Book Ad tally Sheet.
 - Filing completed batches.
 - Open/sort mail into entity and then into specific entity.
 - Identify source and activity of individual donations.
 - Copy donations over a specified dollar amount; copy to development staff, RLM president, finance director, and/or minority/gift planning director as required.
 - Create and scan batches for each activity.
 - Process online donations through credit card processor and balance at the end of each day.
 - Scan checks for each entity and create deposit slips.
 - Record batches in checking accounts.
 - Recap and balance daily donations.
 - Create financial report daily for RLM president, finance director and director of development.
 - Take donations and donor questions over the phone.
2. Responsible for auto charges for Pledges.

Qualifications:

1. Flexible with clerical, organizational, computer skills and math aptitude.
2. Attention to detail.
3. Ability to multi-task

This job is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

PLEASE NOTE:

This is a full-time position with benefits package. Please send PDF documents with your cover letter and resume to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.

