

CAREER OPPORTUNITY



Are you interested in a challenging, meaningful, growth-oriented career opportunity?

Family Policy Alliance considers every position one of ministry and a valued part of our team. Therefore, it is essential that all team members: 1) have a personal relationship with Jesus Christ; 2) fully affirm our [Statement of Faith and Foundational Beliefs](#); and 3) share our **Core Values** of being *Christ-centered, Team-focused & Self-sacrificial, Innovative, Committed to Excellence, a Joyful Warrior and Self-starter*, and having *Passion for our Mission*, which is protecting families by advancing policy through education, alliance-building and mobilizing – for our **Vision** of a nation where God is honored, religious freedom flourishes, families thrive and life is cherished.

Family Policy Alliance (FPA) is seeking candidates for the full-time position of **Accounting & Office Administrator**. The primary responsibilities will include daily, weekly, monthly, and annual accounting and operations tasks.

Position Specifics:

- A mature Christian faith and comfort working with those holding non-Christian faith beliefs or secular beliefs and upholding the second greatest commandment, “Thou shall love they neighbor as thyself.”
- **Responsibilities:**
 - Perform all A/P processing and A/R invoicing functions (current system: QuickBooks Online - QBO).
 - Batch all donations that come in through the mail. Securely and accurately enter them into the CRM database. Deposit into bank accounts all cash and check donations and administrative checks. Create receipt files and print, fold, insert and stamp receipts/acknowledgements on regular basis.
 - Manage constituent records, up to and including updates received through the mail for contact information, mail preferences, resolution of duplicate accounts, deceased accounts, returned mail, email subscribe or unsubscribe requests, and creating, modifying or ending recurring gifts, etc.
 - Assist with payroll submission and reporting, month-end closing journal entries, preparation of annual financial audit and tax return spreadsheets (Form 990s); manage the corporate purchase card; complete balance sheet account reconciliations; review and/or prepare all expense reports for completeness and accuracy; prepare multiple state Sales and Use Tax reports, Form 1099s, and charitable solicitation registration and returns.
 - Assist with HR responsibilities, to include but not limited to managing candidate recruiting and hiring, onboarding, offboarding, and performance review processes.
 - Provide planning and logistical support for in-person Board Meetings, and collect monthly Board reports.
 - Manage office supplies, event materials, storage area and stationery and other inventory items, providing requested items to or for team members and ministry events, and coordinating reorders. Support events through shipping, maintaining pallet contents, displays and brochures.
 - Understands accounting theory for a multi-entity organization.
 - Excellent organizational, administrative, attention to detail, deadline-orientation and time management skills. Good math aptitude.
 - Positive and encouraging attitude; team player; trustworthy; reliable. Effective problem-solver.
- **Education & Experience:** Associate’s degree in Accounting or Business and at least 2-3 years accounting related experience required, strongly preferred in multi-entity environment
- **Technology Skills:** Microsoft Office 365 required; Constituent Relationship Management platform and Quick Books (or other major accounting software) strongly preferred
- **Working Hours & Environment:** Normal hours in an office setting
- **Location:** Colorado Springs, Colorado office
- **Salary Range:** \$55,000-60,000/year
- **Benefits:** Listed [here](#)

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If you have the above qualifications, please submit your **resume** and a **cover letter** stating the reasons you would like to work for Family Policy Alliance to careers@familypolicyalliance.com. We will be back in touch with you soon if additional information is required. Thank you for your interest in serving with Family Policy Alliance.