We are currently accepting resumes for the following position:

**Accounting Clerk**

Agape is seeking an **Accounting Clerk** to support our Finance & Accounting department. Agape currently has an opening for an Accounting Clerk. The purpose of this role is to perform administrative, financial, and clerical functions associated with cash, accounts payable, and accounts receivable for Agape Child & Family Services (the Agency). The following duties are expected for this position. These responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In this role you will review approved invoices for accuracy and enter invoices for payment, mail checks and files paid invoices. During audits, this role will assist auditors with year-end audit as needed. This role will prepare and complete bank deposits, maintain Agency’s petty cash, and reconcile monthly. Additionally, this role will reconcile and maintain the Agency’s credit card statements and records for payment in a timely manner. The **Accounting Clerk** will assist the Chief Financial Officer & Director of Finance with various financial reports as needed. Provides information to vendors and board members as appropriate; responds to routine requests for information from vendors, employees, or other individuals as appropriate. The **Accounting Clerk** will participate in staff meetings, in-service training, workshops, conferences, as approved or planned by the Agency to improve/enhance skills related to position.

**Education & Experience Required:**
Associate degree in Business, Accounting, or related major, one to two years of experience in bookkeeping, accounting, or other relevant experience. Candidate must have the demonstrated ability to work with a wide range of people, excellent communication skills, both verbal and written, and proven ability as a problem solver and self-starter. Demonstrated computer proficiency, including Microsoft Office Suite and other financial software applications essential to this position. The candidate must have an automobile available for business use and maintain a current driver’s license and current auto insurance with acceptable coverage levels. Will be required to work a flexible schedule to include evenings and weekends as needed. Candidate must be willing to engage in Agapes Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

**Minimum Salary:** $35,000

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**About Agape:**
Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

**We are Proud to Offer:** Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

**Visit Our Online Career Portal to Apply:**
http://agapemeanslove.org/career-opportunities/

*All positions require a valid driver’s license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*