



## Agape Christian Counseling — Accounting Manager

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### **About Agape:**

Agape Christian Counseling is a nonprofit organization that exists to provide professional mental health services to include psychotherapy, workshops, and support groups. Agape is a resource to the community and provides support through partnerships with churches and other nonprofits. In addition to working with various insurance agencies to help cover some of the expense associated with counseling, we offer scholarship assistance where needed, ensuring everyone has access to mental health care.

### **Position Overview**

The Accounting Manager will provide management of the accounting and finance functions of the organization in accordance with the organization's vision and mission.

**Employee Status:** Part time (20 hours/week)

**Reports To:** Executive Director

### **Responsibilities:**

- Reflect a godly character, as enabled by God, in all functions.
- Advance the organization's vision and mission statements and assure that all aspects of the ministry's finances reflect them.
- Participate in administrative team meetings and attend quarterly Board of Directors meetings as needed or requested by the Executive Director or Board of Directors (Board).
- Promote an environment of team-work and best practice methods and techniques to accomplish goals.

### **Accounting Functions**

- Create and maintain annual budget to present to Finance Committee of the Board.
- Maintain accounting records in QuickBooks in accordance with generally accepted accounting principles.
- Deposit checks and cash at least weekly and record all receipts in the general ledger.
- Remit payment to vendors on a timely basis.
- Acknowledge and record donor contributions.
- Track receipts to and disbursements from scholarship funds.
- Prepare and file Forms 1099 by due date, as required.
- Provide monthly financial reports to the Executive Director and quarterly financial reports to the Board.
- Prepare weekly invoices for churches and organizations who use Agape services.
- Prepare and file annual application for NC Solicitation License.
- Prepare and file NC sales tax returns and NC Application for Sales Tax Refund.
- Work with the payroll vendor to ensure that all employees are paid on time and that quarterly reports, Forms W-2 and related forms are being filed by the payroll vendor or prepared for signature by the proper officers.

### **Finance and Supervisory Functions**

- Oversee posting of financial transactions to client accounts in Therapy Notes.
- Ensure that all applications for payment are timely filed and necessary follow-up are performed.



- Ensure that all federal tax filings are timely prepared and filed by outside accountant, including Forms 990 and 1120.
- Apply for and maintain adequate insurance for professional liability, workmen's compensation and general liability in accordance with Board policy.
- Assist the Executive Director in developing and maintaining compensation and benefits structures for employees.
- Assist the Executive Director in insuring that the office is following Department of Labor (DOL) regulations regarding employee pay, overtime, forms and notices.
- To insure proper financial accountability, work with Board to annually oversee an internal or external audit of financial records of the ministry.
- Other duties and functions as assigned by the Executive Director and/or the Board.

### **Qualifications**

- A follower of Jesus Christ
- Accounting/finance work experience
- Skilled in working with QuickBooks and Microsoft Excel
- Experience with Therapy Notes – a plus

### **Compensation:**

Compensation is commensurate with experience and size of organization within the nonprofit arena.

### **Office Location:**

Main Office – 2124 Crown Centre Drive, Suite 400 Charlotte, NC 28227

### **To Apply:**

If you are interested in this position, please send a cover letter, and resume to:

[Jennifer.sanford@ncagape.org](mailto:Jennifer.sanford@ncagape.org).