

**AGRICULTURAL MISSIONS, INC.
POSITION OPENING ANNOUNCEMENT**

Job Category: Business Manager I or Accountant I
Position Title: Business Manager
Reports to: Executive Director, Agricultural Missions, Inc.
Grade: 27
Status: Non-Exempt Bargaining Unit
(This is a 3/5-time position, with benefits.)

Send Resume to: Agricultural Missions, Inc.
475 Riverside Drive – Suite 725
New York, NY 10115

By Fax: 212-870-2959 E-mail: jkeesecker@ag-missions.org

Application Deadline: Received by 5 p.m. September 30, 2008

Primary Purpose:

This staff member is responsible for managing financial transactions and record keeping, including maintaining records of all receipts, disbursements and other financial transactions of Agricultural Missions, Inc., banking, preparing financial reports, assisting with budget planning and monitoring and coordinating with the annual financial audits. The incumbent also assists with other administrative duties, as needed.

Essential Duties

- Maintains records of income and expenditures and keeps the Executive Director and other staff informed, alerting them to problem situations.
- Prepares receipts for all income.
- Deposits income in appropriate bank accounts.
- Prepares and processes warrants and checks for payment.
- Handles and records all bank transactions, including wire transfers.
- Posts all checks paid and income in “Quick Books” system.
- Writes receipts to donors and acknowledges receipt of the funds in writing.
- Prepares reports on income and expenditures for staff and board use.
- Analyzes financial data to determine if expenditures meet projections and assure adequate cash flow.
- Coordinates development of preliminary budget estimates for income and expenditures.
- Assists auditors in the annual audit of financial records.
- Assists with preparation of reports to donors.
- Attends meetings and serves as a resource person on financial matters
- Assists with grant proposals to denominations and other potential sources.

Additional Responsibilities

- Assists with preparation and coordination of Annual Board Meetings and Study Sessions.
- Assists with preparation for Executive Committee meetings.
- Provides information concerning AMI upon request.
- Performs other program and administrative responsibilities of Agricultural Missions as needed and assigned.

Required Skills and Abilities:

- Working knowledge of accounting and bookkeeping practices and procedures.
- Ability to operate office equipment, including computer, typewriter, calculator.
- Ability to manage receipts, record keeping and banking.
- Ability to analyze and evaluate problems and data and to prepare and interpret clear and accurate budgets, statements and reports.
- Ability to concentrate and give close attention to detail.
- Ability to deal effectively and tactfully with inter-office and outside visitors, in person, on the phone or via e-mail.
- Commitment to working in a team approach with colleagues.
- Ability to communicate with and relate to people of diverse racial, cultural, economic, political and religious backgrounds.

Minimum Requirements

- Associate Degree in accounting, or
- Graduation from high school or General Equivalency Diploma, supplemented by at least two years of training in accounting, or
- At least five years work experience in accounting.