

## Director of Operations / Job Description /

### The Position:

Africa Revolution, a dynamic, grassroots missions organization based in Southern Africa is seeking an Operations Director to aid in the day to day operations of our Michigan office. This position would support the director of AR with all financial, administrative and long-term planning initiatives. This person needs to be entrepreneurial by nature and be excited at the challenges of being part of a pioneering mission work.

### Qualifications:

- Office experience, particularly in the area of office administration and basic accounting.
- Experience in non-profit sector, church ministry or missions.
- Great interpersonal and communication skills.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative.
- Computer literate, possessing skills in Microsoft Excel and QuickBooks.
- Have a strong desire to learn, be challenged and grow in your field.

### Duties and Responsibilities:

- Prepare and record bank deposits and reconcile monthly bank statements.
- Ongoing cash management to ensure the organization meets all financial obligations.
- Organize and control the retention of historical accounting and legal records, ensuring that all information is safely stored and available at short notice.
- Maintain cash receipts and disbursement records.
- Accounts payable and payroll.
- Plan and coordinate accounting activities for all fundraising events including payment processing, and post-event reconciliation and reporting
- File tax returns and all required forms with various federal, state, and local governing bodies.
- Prepare and analyzes annual financial statement and annual report for the Board of Directors.
- Assist with the preparation and implementation of the organizations short and long-term strategic plans.
- Work closely with the director and communicate regularly with the staff and volunteers in Africa.
- Participate in the growth and implementation of the vision of AR with ideas, input and better practice and procedures.
- Gain a greater understanding of the culture, history and struggles of the populations we will be serving.
- Additional duties and projects may be assigned as necessary.

### About AR' Work Environment

Africa Revolution desires for every volunteer and staff person to have a heart for making disciples and building authentic Christian community. We strive to live what we teach everyday. The right candidate for the position of Operations Director should expect to be developed personally, professionally, and spiritually as we encourage you to use your skills to live radically for the kingdom.

\*This position is self-funded

For the further info or questions regarding this job please email Allan. [allan@africarevolution.org](mailto:allan@africarevolution.org)