



SHARING THE GOSPEL • EQUIPPING THE CHURCH
HELPING THE FORGOTTEN

Employment Opportunity Part-Time Accounting Clerk

Responsibilities:

Primary purpose is to provide accurate and timely processing of assigned general accounting functions and interface with other departments for coding assistance and complete special projects as assigned by the Staff Accountant.

Qualifications:

- Mature believer; harmony with SGA purpose and beliefs
- Professional and organized
- Associate Degree in Accounting preferred or equivalent work experience
- Good people skills with strong verbal communication skills
- Must be familiar with word processing, spreadsheets and presentation software.
- Must be able to learn new computer programs as necessary including SGA's Customer/Donor Management system.
- Fluent in Russian is beneficial but not a requirement
- Able to handle several responsibilities at once
- Must have a passion for ministry and a servant heart

Reports to: Staff Accountant

Hours: 9:00 AM - 4:30 PM, Monday through Thursday

Contact: Cynthia Beaumont, 815-282-8900

SGA is a Christian ministry serving Bible-preaching churches in the lands of Russia since 1934. SGA has supported the Russian evangelical church in making disciples of Jesus Christ by providing Russian-language Bibles, Bible training, sponsorship of missionary pastors and support for evangelistic outreach. SGA lives out its calling to share the Gospel, equip the church, and help the forgotten.