



American Scientific Affiliation
219 Boston St, Suite 208
Topsfield, MA 01983
978-887-8833
www.asa3.org

Accountant

Part-time Staff Position

The American Scientific Affiliation (ASA) was founded in 1941 as an international network of Christians in the sciences. The mission of the ASA is to encourage the Christian church and the scientific community to discuss and share discoveries and perspectives about science and Christian faith, while providing a community of fellowship for Christians involved in science and related fields. Please check out our website at asa3.org to learn more about the ASA.

Summary of Position: Reporting to the Director of Operations and Development, the Accountant oversees all aspects of the general accounting function of the organization.

Responsibilities:

- Pay bills/invoices and record deposits.
- Reconcile investment, bank, and credit card statements.
- Cash and GL reconciliations
- Process, record and oversee payroll including tax filings and issuing of W-2's.
- Maintain vendor accounts and records including issuing of 1099's.
- Prepare monthly budget reports and quarterly financial statements.
- Maintain various insurance policies.
- Handle all aspects of accounting system using Quickbooks.
- Skill and knowledge of general accounting principles.
- Manage all finances related to annual meeting.
- Other general office responsibilities as needed.

Qualifications: Bachelor's degree in accounting or finance preferred; technical knowledge of and experience with Quickbooks required; Experience with Windows, Microsoft Word, Excel, PowerPoint required; highly skilled, confident, courteous, and professional in written and verbal communications.

Personal Skills: Strong work ethic, excellent communication and customer service skills, attention to detail, organized, ability to problem solve, multi-task and work as a team player, desire to learn about science and faith topics and resources.

Starting Date: Immediately

Hours: 5-10 hours/week, flexible work hours

Compensation: Competitive nonprofit salary; commensurate with experience.

Applications: To apply, please contact Vicki Best, Director of Operations and Development, at vicki@asa3.org or 978-807-5189 (cell).



American Scientific Affiliation
219 Boston St, Suite 208
Topsfield, MA 01983
978-887-8833
www.asa3.org

Membership and Outreach Manager

Full-time Staff Position

The American Scientific Affiliation (ASA) was founded in 1941 as an international network of Christians in the sciences. The mission of the ASA is to encourage the Christian church and the scientific community to discuss and share discoveries and perspectives about science and Christian faith, while providing a community of fellowship for Christians involved in science and related fields.

Summary of Position: Reporting to the Director of Operations and Development, the Membership and Outreach Manager oversees membership records and data to ensure accuracy, responds to member requests, and manages the membership renewal and event registration processes. This position also works with the office team to plan and execute the Annual Meeting in July, and actively promotes publicity for the organization.

Responsibilities:

- Maintain member and local chapter data in the Your Membership (YM) data management software.
- Manage quarterly membership renewal process including invoicing, renewal notifications, and payment processing.
- Configure and process online event registration forms and information.
- Assist with planning and implementation of ASA Annual Meeting. Travel with ASA staff to Annual Meeting location for one week in July.
- Create and send bulk email communications from within the YM system.
- Orchestrate and organize content for quarterly Newsletter for publication.
- Create monthly online News updates for members and quarterly updates for chapter leaders.
- Website authoring and design; maintain content and functionality in conjunction with YM database.
- Support Local Chapter leaders with application process, member management, and regular communication.
- Assist with social media strategy, including posting on various platforms.
- General office responsibilities include preparing and shipping materials for ASA events and meetings; answering office phone; maintaining office supply, shipping, and vendor accounts.
- Regularly engage web, print, radio, and TV media outlets to arrange ASA publicity and interview opportunities.
- Design layout for newsletter and other web and print materials
- Manage calendar
- Design graphics for emails and upcoming events

Qualifications: Bachelor's degree; technical knowledge of and experience with database structure and function; knowledge of and experience with Windows, Microsoft Word, Excel, PowerPoint, Adobe Creative Suite, specifically InDesign & Photoshop required and HTML/CSS preferred; highly skilled, confident, courteous, and professional in written and verbal communications.

Personal Skills: Strong work ethic, excellent communication and customer service skills, attention to detail, organized, ability to problem solve, multi-task and work as a team player.

Starting Date: Immediately

Hours: 30–40 hours/week, flexible work hours

Compensation: Competitive nonprofit salary; commensurate with experience including benefits.

Applications: To apply, please contact Vicki Best, Director of Operations and Development, at vicki@asa3.org or 978-807-5189 (cell).