



JOB DESCRIPTION for INVOICING COORDINATOR

Blessings International is a Christian 501(c)(3) nonprofit ministry that provides medicine, medical supplies, and other products to short-term medical mission teams serving the indigent in the United States and developing nations, full-time clinics and hospitals in developing nations, disaster relief, and other medical missionary needs, as well as Blessings own benevolent projects.

The Invoicing Coordinator serves an important role in the overall operation of the ministry. The following is the minimum personnel requirements and expectations of job performances.

1. Christian

- 1.1 Membership in good standing of a Christian church. Consistently participates in worship services, participates in the Christian life and witness of the church and lives a Christian lifestyle.
- 1.2 Christian overseas missionary experience with some business and/or medical components is preferred.
- 1.3 Relates well to Board members, employees, customers, and vendors, as well as individuals from various Christian denominations with whom the organization interacts.

2. Education

- 2.1 High School/GED or equivalent, Associate degree preferred.

3. Business experience

- 3.1 At least one (1) year experience in transferrable skills.
- 3.2 Training and experience in computer usage including, but not limited to, word

processing, spreadsheets, databases and online databases.
3.3 Excellent communication skills/written & oral.

4. Reporting Relationships

4.1 The Invoicing Coordinator reports to the CFO.

5. Invoicing Coordinator Competencies

- 5.1 Invoices all customers for products purchased.
- 5.2 Reach out to all new customers/clients to welcome them and thank them for using Blessings International.
- 5.3 Acts as the liaison between the Warehouse department and the Office staff.
- 5.4 Provides backup to Customer Service Representative.
- 5.5 After training, is able to perform all Customer Service functions.
- 5.6 Provides backup to Accounts Payable Representative.
- 5.7 File all invoices, orders and backup documentation.
- 5.8 Review Gifts & Distribution report.
- 5.9 Review the monthly billing register.
- 5.10 Review inventory discrepancy report.
- 5.11 Review U.S. clinics distribution list for accuracy.

6. Other Duties and Tasks

6.1 Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.