



Educating, Encouraging, & Empowering Men & Women to Make Informed Life Choices

Pregnancy Resource Clinic Job Posting

Date : June 20, 2025
To : PRC Employees, Volunteers, Supporters
From : Jenny Summers, Executive Director
Work Location : Pregnancy Resource Clinic, 423 S. Pugh Street,
State College, PA
Position Title : Development Associate, Bookkeeper
Status : Non-Exempt, part-time, permanent position
DMB Class: : D4-1-N
Reporting Manager : Development Director
Position Open : Until Filled

Position Summary : The Development Associate, Bookkeeper is responsible for assisting the Development Director, in performing Stewardship duties directly related to the general operations of Pregnancy Resource Clinic. Major duties include, but are not limited to, bookkeeping duties and assisting other Development Associates while carrying out the operations of Pregnancy Resource Clinic.

Application Process : If interested in receiving an online link for the application, please email help@scprc.com or call 814-234-7341 with your inquiry. Please have available and ready to **upload** as part of your application (do not email or mail these documents):

- Cover Letter
- Resume
- Four Letters of Reference: One (1) personal, two (2) professional, and one (1) Pastoral
- Clearances: Child Abuse, Criminal, and FBI Clearance
- A handwritten one-page essay entitled "Why I am pro-life and why it matters."

Because you matter,

**Pregnancy
Resource Clinic**

423 S. Pugh Street, State College, PA 16801 • 53 W. Main Street, Lock Haven, PA 17745 • scprc.com • 814.234.7341



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Pregnancy Resource Clinic Job Description

Job Title: Development Associate, Bookkeeper

FLSA Status: Non-Exempt
DMB Class: D4-1-N
Reports to: Development Director
Date: June 2025

Objective:

The Development Associate, Bookkeeper is responsible for assisting the Development Director, in performing Stewardship duties directly related to the general operations of Pregnancy Resource Clinic. Major duties include, but are not limited to, bookkeeping duties and assisting other Development Associates while carrying out the operations of Pregnancy Resource Clinic.

Qualifications:

1. Agrees fully with Pregnancy Resource Clinic's Mission, Faith, and Principle Statements.
2. Maintains a consistent life-affirming philosophy and would never refer or advise anyone to have an abortion.
 - When a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child both can be saved.
3. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, as evidenced by letters of reference (BFOQ)
4. Demonstrates proficiency in Microsoft Office Suite, Google Apps.
5. Exhibits excellent organizational skills and typing ability.
6. Is self-motivated, dependable, and capable of following through on commitments.
7. Must possess strong communication skills.
8. Bachelor's Degree preferred (Accounting, Business Administration, Human Services, or similar degree).
9. Has at least one year of experience in bookkeeping, office management, and online bookkeeping software, preferred.



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Responsibilities:

Bookkeeping and Administration

1. Record all financial transactions, including income, expenses, purchases, and payments.
2. Organize, maintain, and store financial records to ensure they are easily accessible.
3. Prepares Financial Statements.
4. Handle donor data entry by maintaining accurate records, updating information as needed, and posting donor contributions to both the donor database and QuickBooks.
5. Bank Reconciliation: compare bank statements with internal records to ensure accuracy and identify any discrepancies.
6. Payroll Processing: payroll, retirement, employer taxes (per pay, quarterly/annually).
7. Manage current and new staff payroll items (withholdings, localities).
8. Accounts Payable and Receivable: manage invoices, track payments, and ensure timely payments to vendors.
9. Receipting: provide receipts upon donor request for both in-kind and monetary gifts, ensuring that donors receive receipts for gifts of \$250 or above at year-end.
10. Tax Preparation: prepare for tax return by gathering necessary financial data and working with the accountant.
11. Track lapsed donors and provide information to the development team for follow-up.
12. Post events: Banquet, 5k, coin drives; ensure physical gifts are deposited promptly.
13. Increased availability is required pre/post-event to ensure timely bookkeeping.
14. Assists with financial document retention and destruction efforts by policy.

Personnel Management & Supervision

1. Oversee Data Entry volunteers as needed.
2. Assist in maintaining personnel files for volunteers.



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Advocacy

1. Expected to complete Client Care Team training (and future training as assigned).
2. Seek direction from the Site Director and Nurse Manager for the best client advocacy.
3. Serve clients as needed and/or directed.

General Duties

1. Report monthly to the Development Director and submit a monthly report.
2. Attend clinic events and in-services.
3. Develop and operate within an approved budget for all development needs.
4. Represent Pregnancy Resource Clinic in public forums, dressing appropriately for the occasion.
5. Create and uphold up-to-date standard operating procedures (SOPs) to ensure seamless transitions, allowing others to step in and take over efficiently when necessary.
6. Demonstrate initiative to expand and maintain up-to-date administrative and bookkeeping-related knowledge and share this information with staff.
7. Other duties as assigned: Be responsible for other assignments and undertake new initiatives as determined and expected by the Executive Director.

Supervises: Those assigned by the Development Director

Time Study: 75% Bookkeeping, 20% Development Responsibilities, 5% Client Services, .5 FTE