

**Position Title:** Accounting Specialist  
**Ministry Department:** Accounting  
**Reports To:** Director of Administration  
**FSLA Status:** Non-Exempt, Hourly  
**Status:** Full-Time

**Description:** The Accounting Specialist performs a variety of general accounting duties within the department. Responsibilities for this position include but are not limited to accounts payable, accounts receivable, program savings, processing donation mail, banking activities, reconciling various general ledger accounts and other projects as assigned. This person reports to the Director of Administration.

**Responsibilities:**

1. Responsible for accounts payable including but not limited to receiving invoices, ensuring proper Director level authorization, coding, and disbursement. Input to the accounting system and completing payments to vendors.
2. Responsible for collecting and recording payment for accounts receivable.
3. Build and maintain strong working relationships with vendors. Manage vendor accounts in areas of compliance, insurance and payment tracking.
4. Responsible for opening, sorting, and providing accountability for donations received; preparing and depositing checks via remote capture and cash bank deposits.
5. Provide oversight to the daily thank you process for donations received ensuring receipts comply with IRS rules for receipting.
6. Responsible for understanding and following cash controls at all times.
7. Collect W-9 forms in order to create, disperse and file annual 1099's.
8. Prepare and send out annual year-end donation statements.
9. Cash duties as assigned. May include deposits, withdrawals, balancing and individual record keeping. Maintain savings bank for people participating in the Recovery Program; verifying deposits, withdrawals, and maintaining documented internal controls.
10. Process credit card transactions including Payment Card Industry Data Security Standard (PCI DDS) knowledge and understanding.
11. Assist in preparation of monthly financial reports.
12. Assist with grant accounting, gift-in-kind and other non-profit accounting requirements.
13. Maintain the confidentiality and integrity of information, data, and records.
14. Provide research and documentation for projects as requested.
15. Assist with the annual financial audit.
16. Properly use tact, diplomacy, discretion and judgment.
17. Maintain sound internal control and record-keeping in the performance of job duties.
18. Demonstrate strong interpersonal skills in the performance of job duties.
19. Demonstrate good organization and communicational skills in the performance of job duties.
20. Provide vacation coverage for other accounting staff.
21. Performs other duties assigned or required by the Office Manager.

**MINIMUM JOB REQUIREMENTS:**

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.

- Agrees with and can sign the Good News Rescue Mission statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- Associates degree or higher in Accounting or related field, or 3 or more year's equivalent field experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Strong interpersonal and communication skills and the ability to work effectively with various departments.
- Team player focused on the overall success of the organization.
- Ability to perform complex accounting transactions.
- Ability to understand and monitor non-profit accounting.
- Excellent organizational and coordinating skills.
- Ability to foster a cooperative work environment.
- Ability to supervise/ train volunteers and staff to include organizing, prioritizing, and completing work assignments.
- Knowledge of computerized information systems used in the accounting department, i.e. Quickbooks (QB) and Microsoft Office suite with proficiency in excel.
- Knowledge of or ability to quickly learn the computerized information system used in the Fundraising department, i.e. Donor Perfect.
- Skilled in budget preparation, internal controls, accounting transactions and fiscal management.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PRE-EMPLOYMENT SCREENING**

- Clean DMV
- Must be insurable through GNRM's auto insurance provider