



## **Job Description**

**Department:** Administration/Development

**Position:** Accounting Coordinator

**Reports to:** Director of Administration

**Summary:** The Accounting Coordinator is responsible for all financial transaction processing including daily gift processing, deposits, accounts payables, and payroll. The position is integral in ensuring accurate data integration between donor relationship and financial systems. The Accounting Coordinator also performs standard human resources functions and provides general administrative support to leadership as needed.

## **RESPONSIBILITIES:**

1. Transactional Processing
  - a. Scan checks, record daily cash receipts into donor management software, and prepare bank deposit.
  - b. Gift processing. Sort gifts, create batches, input gift data into DonorPerfect, enter new or updated donor information into DonorPerfect, and reconcile batch totals.
  - c. Payables and Receivables. Route invoices for approval. Confirm GL account codes and record payables into accounting software. Execute payments.
  - d. Process employee payroll. Review time sheet accuracy in HRM system. Process bi-weekly payroll. Communicate HSA withholding to provider. Monitor PTO accrual accuracy. Enter payroll journal output into financial accounting software.
2. Regulatory management.
  - a. Assist in preparation of timely regulatory filings. 1094/1095B. Secretary of State annual report. IRS 770.
  - b. Keep up-to-date with regulatory changes and best practices.
3. Financial reporting
  - a. Coordinate monthly accounting tasks with the assigned bookkeeper, who will reconcile bank statements, post journal entries, and generate financial reports.
  - b. Communicate restricted grant project transactions to LRM director staff and log approvals.

4. Human Resources

- a. Interface with employee benefit providers and insurance carriers. Ensure employee payroll withholdings for voluntary benefits reflect authorized deductions. Organize open-enrollment month for employee benefit changes.
- b. Audit and maintain personnel files for each employee.
- c. Secure employee and volunteer background checks in accordance with policy.

5. Ministry and Other Duties

- a. Support program directors and staff in ministry areas as equipped and led. Examples include Jobs For Life, Genesis Process, Client Move-Ins, Coffee Ministry, Active Listening, etc.
- b. Create, maintain, and update administrative forms for the organization.
- c. Maintain organizational documents, contracts, and licenses.
- d. Process Ramp VISA transaction entry in accounting software.
- e. Secure vehicle background checks; update driver, insurance, and vehicle documentation in accordance with policy.
- f. Manage gift card distribution and recordkeeping.
- g. Other duties as assigned.

**Qualifications:**

**Personal:** Attention to detail, well-organized, high integrity, and resourceful.

**Education and Experience:** BS or BA degree in business administration, accounting, or related area preferred. A minimum of three years of related office experience required.

**Knowledge:** Accounting fundamentals, QuickBooks or similar accounting software, human resource management, Donor Perfect or other CRM, Paycor.

**Skills and Abilities:** Analytical thinking, accountability, and initiative.