



JOB DESCRIPTION

Job Title: Accounting Specialist	Department: Administration	Location: 2114 Macdonald Ave.
Reports To: Accounting Supervisor	FLSA Status / Salary Grade: Non-Exempt	Date : September 3, 2024
Full-time <u>X</u>	Part-time _____	Seasonal/Temporary _____

SUMMARY OF POSITION:

Assist the Accounting Department in areas of financial donor operations and accountability and GIK processing, including but not limited to accurate and full documentation of processes and procedures. Responsible for working with related staff and/or other departments. Adhere to control measures and produce relevant documentation, procedures, and statistics. Assist the Accounting Department and provide backup for fiscal responsibilities. Assist VP of Operations with other projects or tasks as requested.

DUTIES AND RESPONSIBILITIES

- ❖ Open and process/route Mission donations, with a second person present, in an accurate and timely manner
- ❖ Sort non-cash donations according to donor source
- ❖ Process credit card transactions
- ❖ Separate cash donations and itemize on cash sheet
- ❖ Compile, sort, and verify accuracy of data to be entered
- ❖ Keep records of work completed
- ❖ Prepare daily deposit and file daily contribution slips.
- ❖ Create and run reports as necessary:
 - Daily for monetary donations
 - Routine and occasional as defined and/or requested
- ❖ Maintain necessary files, records, and reports, electronically and in hard copy.
- ❖ Work closely and effectively with manager and departmental staff to ensure job quality and completion.
- ❖ Contact originators of source documents to resolve questions, inconsistencies, or missing data.
- ❖ Monitor the system for malfunctions; report malfunctions to appropriate personnel.

SKILLS AND QUALIFICATIONS

- Mature Christian who possesses a stewardship mindset with regard to finance and ministry.
- Christian with a compassion for the homeless, addicted, and mentally ill
- Able to read, write, and perform mathematical computations
- Knowledge of statistical reporting helpful
- High degree of accuracy, organization, and attention to detail
- Reliable and trustworthy – able to maintain confidentiality, high productivity and meet deadlines
- Good communication skills – verbally in person and on the phone
- Strong math skills, able and willing to perform mathematical computations with high degree of accuracy and handle reconciliation responsibilities as assigned.
- Sound knowledge and application of standard accounting functions.
- Computer literate, proficient in Microsoft word, Excel and other spreadsheet software, and accounting software.
- Previous experience working for a non-profit organization helpful.
- Valid California driver license; record acceptable to BARM insurance carrier

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- The majority of this position requires work indoors, in an office environment
- Requires occasional travel, the majority of which is within the Bay area
- Manual dexterity and use – *frequently*
- Sitting - *frequently*

EQUIPMENT/TOOLS USED:

Computer
Telephone
Calculator

EDUCATION/EXPERIENCE:

Required – Associate’s degree in business, finance, or accounting
Desirable - Bachelor’s degree in accounting
Minimum 2+ years of related financial experience with an increasing amount of responsibility

Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date