

JOB TITLE: Accounting Specialist  
REPORTS TO: Director of Finance  
DEPT: Administrative

STATUS: REG/Salaried/E  
SCHEDULE: M-F, 40+ hrs/week  
REVISED: 10/1/2021

*Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.*

## **SUMMARY OF POSITION:**

Responsible for the Accounts Payable and Accounts Receivable functions, including accurately and timely processing, recording, analyzing, and reconciling of details. Responsible for keeping vendor information updated. Provide finance backup and administrative support for the Director of Finance.

## **DUTIES AND RESPONSIBILITIES:**

### Accounts Payable (A/P)

- Obtain invoices, credit card charges, and other payment requests in a timely manner via mail, e-mail, website download, and hardcopy receipts.
- Scan and review all requests for appropriate documentation prior to QuickBooks (QB) entry; matching with purchase orders and/or obtaining internal approval where applicable.
- Analyze bill documentation for reasonableness, consistency, and account coding, researching and documenting information and any unusual circumstances.
- Prepare and accurately enter all approved A/P transactions into QB; posting to general ledger accounts in a consistent manner, in accordance with prior postings, the current fiscal budget, and general accounting principles.
- Process approved bill payments in a timely manner via manual check or online payments; record payments in QB.
- Reconcile vendor statements on a timely basis; research and correct discrepancies as applicable.
- Maintain vendor files and QB setup, including recurring invoice set up, contracts, W9 forms, and current Certificates of Insurance where applicable.
- Respond to all A/P related inquiries from both internal and external sources.
- Assist with annual vendor 1099 tax reporting.
- Working with the Director of Finance, work to improve the overall A/P process.

### Accounts Receivable (A/R)

- Receive, process, and prepare bank deposits for receipts, including donations, program fees, and other miscellaneous receipts.
- Download store sales reports and record in QB prior to processing sales receipts.
- Make deposits both remotely via scanner (daily) and physically at the bank (as needed).
- Prepare and accurately enter into QB all deposits; posting to general ledger accounts in a timely and consistent manner, in accordance with the current fiscal budget and general accounting principles.
- Working with the Director of Finance, work to improve the overall A/R process.

## General

- Maintain accounting information, digital files and paperless documentation.
- Perform general ledger account reconciliations as requested.
- Provide assistance and support during annual audit.
- Attend internal and external meetings and trainings as requested.
- Provide backup and assistance to the Director of Finance as requested.
- Assist with other departments and duties as assigned.

## **EDUCATION/EXPERIENCE:**

- 4-year college degree in an accounting or business related field required. Equivalent work experience may be considered in lieu of a 4 year degree.
- 3 years minimum previous A/P experience required, with increasing levels of responsibility.
- 1 year minimum previous A/R experience required, with increasing levels of responsibility.
- Non-profit/donor related accounting experience preferred.
- 3 years accounting software experience required; QuickBooks experience preferred.

## **SKILLS & QUALIFICATIONS:**

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Proficient in Microsoft Excel (Advanced) and Word (Intermediate), Adobe Acrobat.
- Must be a self-starter, able to plan and organize work independently.
- Highly detail oriented; possess ability to accurately analyze information received.
- Highly organized; able to process various forms of documentation consistently and accurately.
- Strong organizational and interpersonal skills; team player.
- Able to handle monthly transaction volume (varies); A/P=160, deposits=200 (approximate).
- Excellent data entry speed and accuracy, both with numbers and letters.
- Ability to communicate professionally and effectively, both verbally and in writing.
- Ability to prioritize work, problem solve, and actively seek input when needed.
- Able to multi-task effectively.
- Possess a teachable spirit; willing to learn new procedures and adapt quickly to procedural changes.

## **WORKING CONDITIONS/PHYSICAL FACTORS:**

The work is typically performed in an office environment while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds, and uses equipment requiring a high degree of dexterity.

## **EQUIPMENT/TOOLS USED:**

- Computer (Database, Excel, Word, Email, PDF, etc.)
- 10 Key Calculator
- Copier/Scanner/Printer

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Employee Signature

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Date