



Position Title: Accounting Specialist
Department: Administration
FLSA Status: Full-time, Exempt
Pay Range: \$43,000 to \$45,000, depending on experience
Reports to: Director of Finance and Operations

JOB OBJECTIVE/SUMMARY: Provides full support in coordinating the Accounts Payable and other financial activities of Urban Ministries of Wake County.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Open and log contribution and donation checks received daily in the mail
- Full charge Accounts Payable within QuickBooks, logging invoices upon receipt
- Prepare and take weekly cash deposits to the bank
- Assist Finance Director and HR Manager with bi-weekly payroll processing.
- Work with HR Manager to reconcile monthly benefit plan related invoices
- Attend and record minutes for the monthly Finance Committee Meeting
- Assist Finance Director with monthly grant reporting
- Assist with the preparation of Quarterly Sales and Use tax refund returns
- Assist with preparation of the yearly audit
- Work with team members to complete grant applications as needed
- Inform the clinic staff when funds are received for medical records and assist with reconciling outstanding bills as needed
- Work with Development team to ensure checks are properly classified
- Supports Development Team with finance needs for Special Events as needed
- Other duties as may be assigned

WORK SCHEDULE: Monday through Friday, 8:30 – 5:30; incumbent may be allowed to occasionally work remotely based on operational needs and as approved by supervisor.

EDUCATION / SKILLS / EXPERIENCE REQUIRED:

- Bachelor's Degree in Accounting with 2+ years of finance experience; or 8+ years of progressive finance position experience (non-profit a plus).
- Organized and detail oriented
- Experience with MS Office
- Excellent troubleshooting and problem-solving skills
- Experience using QuickBooks strongly preferred
- Payroll processing software experience preferred

- Ability to maintain confidential information
- Team-player with strong communication and people skills
- Ability to prioritize work and multi-task in a fast-paced environment
- Ability to work independently with minimal supervision
- Must be able to occasionally work evenings or weekends as needed
- Must have a valid driver's license and satisfactory driving record.

This position is office-based, incumbent must be able to perform duties using standard office equipment (phone, fax, computer, etc.), move from one story to another as needed (stairs / elevator accessible), must be able to carry / transport up to 10 lbs. periodically / as needed.

EOE