



## The Union Mission Job Description

*Dedicated to serving God by serving the most vulnerable people in the community; the poor and homeless.*

**POSITION:** Accounting Specialist

**DEPARTMENT:** Finance **DATE:** 7/2021

**RESPONSIBLE TO:** Kathy Vaughan

**STATUS:** Non-Exempt

**BFOQ:**

### **SUMMARY:**

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Accounting Specialist is responsible for the payment of goods and services purchased by The Union Mission. Under direct supervision, provides financial and administrative support associated with payable accounts and transactions in alignment with The Union Mission's mission, values and goals. Works closely with finance team to ensure invoices are processed, payments are completed and expenses are controlled in an efficient, timely and accurate manner and all receivables are processed and recorded in timely and accurate manner.

### **DUTIES & RESPONSIBILITIES:**

- Receive and verify all invoices and enters into software daily
  - Review all invoices and purchase orders for appropriate documentation and approval
  - Print and obtain signatures on all accounts payable checks
  - Distribute signed checks as required
  - Answer vendor inquiries
  - Maintain all accounts payable reports, spreadsheets and company payable files
- Ensure accurate posting of in-kind contributions of goods and services
- Maintain perpetual inventory of fixed assets, and may assist in taking and valuing physical inventory as required.
- Facilitate payments of vendors, which may include verification of W-9 and Insurance certificate
- Communicate with vendors when any accounts receivable issues arise in order to reach resolution.
- Manage Credit Card accounts
- Open mail daily
- Processes check request ensuring all appropriate approvals have been received and processes weekly checks and ACH payments
- Communicates with co-workers, management and vendors regarding purchases
- Prepare and record all cash receipts and deposits
- Provide support to CFO for annual audit and end-of-year requirements.
- Provide data and works closely with Audit Team to facilitate completion of audit.
- Receive daily and reconciles daily store sale and works with RTC manager
- Work in conjunction with Donor Services for daily deposit of funds
- Reconcile and make entries for Donor Services reports
- Submit all credit applications
- Submit and records all business licenses
- Track and records all gift in kind donations
- Track and records vehicle maintenance
- File invoices that have been paid in a timely manner.
- Protect organization's value by keeping information confidential
- Follow up with vendors on issues related with accounts payable, and maintains good relations with them; responds to all vendor inquiries
- Support the Christian values and ethics of TUM with guests, staff and vendors
- Participate in TUM sponsored Staff Development Training
- At any time, with or without notice, performs other duties and activities as assigned

- Participate in the year-end audit; compile and prepare supporting schedules, work papers, and financial reports as requested by auditors
- Provides responsible staff assistance to management staff, perform special department projects as assigned

**SKILLS & QUALIFICATIONS:**

- ❖ A personal commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
  - ❖ Highly organized, with great attention to detail, able to maintain meticulous records
  - ❖ Reliable and extremely trustworthy
  - ❖ Good interpersonal skills; able to explain processes clearly and thoroughly, patient and diligent in maintaining order and standards and in achieving resolution.
  - ❖ Respond to inquiries in a professional manner
  - ❖ Solid understanding of bookkeeping/accounting principles and accounts payable functions.
  - ❖ Maintain confidentiality
  - ❖ Ability to identify and resolve problems by gathering and analyzing information skillfully
  - ❖ Good communications skills – written and oral
  - ❖ Ability to be self-directed and work independently
  - ❖ Demonstrate accuracy and thoroughness and monitor own work to ensure quality
  - ❖ Proficient in the use of Microsoft Office software, must be able to learn other accounting software systems.
  - ❖ Demonstrated ability to multi-task, have attention to detail and complete all assignments timely
  - ❖ Good judgment, self-control and professional boundaries
  - ❖ Read, understand and follow safety and other specific instructions and procedures
  - ❖ Able and willing to work as a member of a team
  - ❖ A commitment to serving others
- Sage 50 experience preferred

**WORKING CONDITIONS/PHYSICAL FACTORS:**

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

- The majority of this position requires work indoors, within an office environment
- Be able to read, write and interpret written documents
- Regularly spends long hours sitting and using office equipment and computers
- Prolonged focus and mental acuity - frequently
- While performing the duties of this job, the employee is regularly required to sit, stand, bend, twist, speak and hear. May occasionally lift and/or move up to 30 pounds

**EDUCATION/EXPERIENCE:**

- A high school diploma at a minimum. Associates or Bachelors in a related field preferred
- At least 3-years accounting experience is required, preferably in non-profit.

**Requirement:**

The Union 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. As such, each employee must have a relationship with Jesus Christ as their Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of The Union Mission;
- Subscribe to The Union Mission Doctrinal Statement and Qualifications for Employment upon hire and continuously while employed;
- Endeavor, in good faith, to fulfill the purpose and mission of The Union Mission;
- Adhere to The Union Mission Employee Handbook.

***My signature below acknowledges that I have read and understand the job description as described herein, and that I can fulfill this position, including but not limited to the Physical Requirements/Working Conditions (with or without accommodation) unless otherwise noted. I understand that this job description is not all-inclusive and that employment with The Union Mission is always at-will.***

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Signature

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Printed Name

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Date