

SAMARITAN HOUSE POSITION DESCRIPTION



Neighbor helping Neighbor

www.samaritanhousesanmateo.org



Position Title:	Accounting Specialist- Revenue
Candidate:	TBD
Department:	Finance
Supervisor:	Accounting Manager
FLSA:	Full Time 40 hrs/Hourly/Non-Exempt
Salary Range:	\$23.50 per hour
Effective Date:	ASAP
Benefits:	Paid-time-off (PTO) 22 days first year; 9 paid holidays; Kaiser Health/Dental/Life, LTD, AD&D; Retirement matching 403b

Since 1974, Samaritan House has grown to become San Mateo County's leading non-profit that brings a new level of hope, dignity, and empowerment to people living in poverty as they fulfill immediate needs and guide people to self-reliance. Recognized as a role model in the community, Samaritan House is the largest food distribution agency in the county. Its other free services include shelter and housing assistance; medical and dental clinics; clothes for children; personalized case management and much more. We do this with the help of an excellent team of dedicated staff and volunteers. People who come to Samaritan house are welcomed with a smile by friendly, helpful staff, which quickly builds trust and breaks down the stigma associated with being in need. They also discover that Samaritan House takes a holistic approach to poverty that goes beyond food, shelter and clothing. Serving a client is not a single transaction but the start of an on-going relationship to move individuals and families towards a status of self-reliance. At Samaritan House we strive for excellence and leverage community resources to find and implement creative solutions for our community's needs.

We believe in providing our team with supportive work environments and opportunities for development. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and excellent work ethics. We welcome candidates who love working with people of diverse backgrounds who seek to make a difference by helping us create a caring compassionate community helping our neighbors in need.

Under the supervision of the Accounting Manager, the Revenue Accounting Specialist is responsible for all government and non-government grant billing and accounts receivable. This position is responsible for being knowledgeable of the fiscal requirements of Samaritan House's grants, contracts, billing, and requesting funds from all funding sources. As a member of the finance team, this position, may also cover other areas of the accounting function as needed and will perform various other accounting activities in accordance with department procedures. Samaritan House reserves the right to change the focus of its accounting specialists assigned work responsibilities to meet the needs of the agency.

JOB QUALIFICATIONS AND REQUIREMENTS

Please note our preferred and in some cases required qualifications for this position:

Education- College education preferred. AA or Bachelor's Degree in Accounting, business or related field. Extensive accounting experience may substitute for educational requirements.

Experience, Skills and Expertise-

- Minimum 2 year's of experience in financial record keeping and general accounting responsibilities.
- Excellent computer proficiency in Microsoft Office Suite, Windows based systems and electronic file management. Excellent skills with Excel. Working knowledge of computerized accounting systems, Intacct experience is a plus. Ability to quickly learn new finance related databases.
- Excellent communication skills required.
- Two years working in an accounting role in a non-profit/human services program.
- Strong administrative, adaptive, multi-tasking and organizational skills. Strong attention to detail and ability to produce excellent, precise and timely quality work is required. Ability to successfully manage time, prioritize work, and alter priorities in a fast paced and ever changing work environment.
- Clear understanding of professional boundaries with agency constituents under all circumstances as well as the ability to ensure and maintain confidentiality in all aspects of work.
- Excellent interpersonal skills required. Must be able to regularly interact effectively, compassionately and empathically with all constituents of diverse back- grounds and in various states of tension. Must be able to maintain positive relationships with constituents.
- Ability to maintain professionalism and deliver excellent client service under all circumstances. Must be able to engage, maintain and build relationships with new and current constituents. Ability to work independently and with teams.
- Must have understanding and ability to comply with any agency regulations, policies and procedures demonstrated through compliance efforts and activities.
- Excellent record keeping skills. Ability to maintain all work and associated files current. Strong and timely data entry skills. Ability to use calculators quickly.
- Ability to conduct all business within agency values, professionalism, high level of ethics and high integrity; ability to exercise appropriate judgment and timely decision making under various conditions is required.
- Excellent Initiative and ability to work independently and within a team. Ability to proactively identify challenges and have a resourceful and solutions based approach to challenges. Must be able to manage and de-escalate problem situations successfully.
- Candidate must be able to travel between the Agency's various sites on the rare occasions it is needed; valid driver's license, proof of insurance, good driving record and a registered vehicle.
- Flexible schedule required to work early mornings, days, evenings, weekends or holidays as needed based on the finance department's schedule of activities.

PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

Samaritan House will conduct references prior to employment. Where appropriate, candidates must be able to undergo formal criminal record background checks. Candidates must have the physical, visual and auditory ability to perform the essential functions of the job, ensure a safe/secure work environment and respond to any emergencies with or without reasonable accommodations. Regular and repeated use of motor coordination and hand motions for computer data entry and writing. Extended periods of sitting. Must be able to focus on single or multiple subject matters for extended periods. Candidate should have the physical ability to occasionally lift and/or move items (approximately 15 lbs.). Occasional sitting, walking, carrying, reaching, speaking, listening for extended periods. Work environment can be high stress and fast paced due to competing timelines. This position does not require use of company mobile devices or remote connections.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Perform Billing Functions for Government and Non-Government Funders.
 - a. Create monthly quarterly and year end invoices with appropriate documentation
 - b. Monitor and track spending per grant project budget.
2. Monitor and track accounts receivables relative to all grant funding.
 - a. Track and explain budget variances
 - b. Create expense projection reports
 - c. Communicate with funders around billing/invoices
 - d. Forecast potential budget variances throughout the year and regularly communicate those forecasts with the CFO and Accounting Manager.
3. Maintain and insure the timeliness and integrity of the data in accounts receivable and order entry modules in Intacct.
4. Communicate effectively and timely in all aspects of the job, including timely communication with appropriate accounting staff on the billing status of grants and when spending is not in alignment with budget.
5. Collaborate with fellow staff to facilitate proper coding of grant expenditures and changes to staffing allocations, coding of account payable and other tasks to ensure that the organization is recording expenditures to plan budgets
6. Assist Finance Department staff with month-end and year-end closing and other accounting activities as needed.
7. Provide excellent quality and timely accounting support services.
8. Assist with training and supervision as needed of assigned accounting volunteers
9. Sustained professional boundaries with all agency constituents.
10. Maintain confidentiality and perform all work with high integrity, ethics and within Agency values.
11. Assess personal safety in all activities and undertake due diligence in maintaining a safe work environment.

