



POSITION DESCRIPTION

Position title:	Accounting Specialist
Candidate:	Vacant
Department:	Finance
Supervisor:	Controller
FLSA:	Full-time 40 hrs./Non-Exempt
Salary:	\$28/per hr.
Effective date:	10/31/2023

OUR IMPACT

For over 45 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Under the supervision of the Controller, the Accounting Specialist is responsible for all finance related assigned tasks in support of the overall operations including but not limited to accounts payable, accounts receivable, reconciliations, and other tasks as assigned. This position is responsible for being knowledgeable of the fiscal processes and protocols of Samaritan House's fiscal operations. 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 REQUIREMENTS

Preferred and Required skills for success of this position include but are not limited to the following. In some cases, long term experience may substitute for Education.

Education and Certifications

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

Experience

- Minimum 2 years' experience in financial record keeping and general accounting responsibilities.

Knowledge, Skills, and Abilities:

- Excellent computer proficiency in Microsoft Office Suite, DocuSign, Adobe Acrobat and electronic file management. Excellent skills with Excel. Working knowledge of computerized accounting systems, Sage Intacct experience is a plus. Ability to quickly learn new finance related databases.
- Superior verbal and written communication skills; ability to work and communicate effectively with all levels of staff.
- Experience working in the non-profit sector a plus.

- 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 an 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.
- 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.
- Flexible schedule, including ability to work early mornings, evenings, weekends and holidays when needed.
- Must be able to travel between agency sites or other locations as assigned. Valid California driver's license, dependable transportation with insurance, and a clean driving record. Ability to be on time.

WORK ENVIRONMENT/MINIMUM PHYSICAL ACTIVITIES

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in a clinic environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 25 pounds. This position will require the usage of a mobile device or other assigned equipment, which will be provided.

While on site all employees regardless of vaccination status are required to wear masks and social distance and abide by the Agency's Covid Protection Policies.

BENEFITS INCLUDE: Health, Dental, Vision, Life/LTD, EAP, 403(B) Retirement Match, 22 Days first year PTO, 9 Paid Holidays, Pet Insurance, AFLAC.

ESSENTIAL FUNCTIONS OF THE POSITION

- 1. Fully process and manage all Financial Assistance Payments**
 - a. Review and process client financial assistance files adhering to policies and procedures of each funding source as it relates to eligibility, documentation and approval. Alert appropriate staff when discrepancies are identified. Hold payments until all issues resolved.
 - b. Verify property ownership with county records and past client program participation with agency records.
 - c. Monitor the balances of the financial assistance funding and notify Client Services when funds are below the designated threshold.
 - d. Process, generate and distribute financial assistance payments to vendors.
- 2. Accounts Payable and Corporate Card Processing**
Process vendor invoices and payment as assigned including, but not limited to:

- a. Code all items submitted for payment with appropriate general ledger, department and other appropriate dimensions.
 - b. Verify required documentation and support is included with payment request.
 - c. Obtain and verify proper approval authorization from managers and directors
3. Communicate effectively and timely in all aspects of the job, including timely communication with appropriate accounting staff on the billing status of payables/receivables and when spending is not in alignment with budget.
4. Maintain confidentiality and perform all work with high integrity, ethics and within Agency values.
5. Access personal safety in all activities and undertake due diligence in maintaining a safe work environment.
6. **Perform Billing Functions**
 - a. Create monthly, quarterly, and yearly invoices with appropriate documentation.
 - b. Monitor and track spending per assigned funding/vendor source.
7. Monitor and track accounts receivables as assigned including but not limited to:
8. Communicate effectively and timely in all aspects of the job, including timely communication with appropriate accounting staff on the billing status of payables/receivables and when spending is not in alignment with budget.
9. Collaborate with fellow staff to facilitate proper coding of all assigned expenditures and changes to staffing allocations, coding of account payable and other tasks to ensure that the organization is recording expenditures to plan budgets.
10. Assist Finance Department staff with month-end and year-end closing and other accounting activities as needed.
11. Provide excellent quality and timely accounting support services.
12. Assist with training and supervision as needed of assigned accounting volunteers.
13. Sustained professional boundaries with all agency constituents.
14. Maintain confidentiality and perform all work with high integrity, ethics and within Agency values.
15. Access personal safety in all activities and undertake due diligence in maintaining a safe work environment.
16. Conduct all business and work within associated federal, state, county, municipal, industry and agency regulations, policies and procedures.
17. Maintain excellent and reliable attendance.
18. Represent the organization in a professional and courteous manner at all times internally and externally. Remain a resource to entire Agency as needed.
19. Report and complete any necessary incident reports within 24 hours. Review the incident report(s) and discuss with Controller, as needed.
20. Attend trainings and meetings as assigned including, but not limited to department meetings/trainings, all staff meetings/trainings, and others as required.
21. Perform all agency work with highest of ethical standards, excellent integrity and with excellent professional boundaries.
22. Assist with the maintenance of a safe work environment for all and report any incidents or COVID violations within 24 hours or immediately
23. Support, assist and attend general Agency events, activities and functions.
24. Other duties as assigned.

HOW TO APPLY

Samaritan House is an equal opportunity employer. Interested candidates will be required to submit a cover letter and resume to:

Samaritan House
 Human Resources Dept
 4031 Pacific Blvd. San Mateo, CA 94403

jobs@samaritanhousesanmateo.org

FAX: (650) 294-4336

No phone calls, please! Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

ACKNOWLEDGMENT

Please sign below in acknowledgment you have received and understand the description of your job.

_____	_____	_____	_____
Employee signature	Date	Supervisor signature	Date
_____	_____	_____	_____
VP of Human Resources signature	Date		

Signed copy provided to employee