

	Employee Job Description	Number of Positions: 1
	Accounting Coordinator	

Summary: The Accounting Coordinator prepares, attains approvals, records and reports business transactions for Feline Rescue (FR). This role works with FR contract accounting firm to ensure monthly reconciliation and reporting.

Position Supervised by:
Executive Director

Duties and Responsibilities:

1. Maintains an orderly and complete filing system for all accounts payable (A/P) records, accounts receivable (A/R) and deposit records, 1099 records and other accounting paperwork.
2. Manages the accounts payable and accounts receivable processes:
 - a. Verifies incoming invoices via USPS and email; routes to applicable approving authority, documents approval, codes to GL and Class, and prepares for weekly check processing.
 - b. Enters all invoices, reimbursement requests, and other forms of payment request into the QuickBooks (QB) accounting system.
 - c. Enters journal entries as necessary to record transactions or correct miscoded transactions.
 - d. Reconciles deposit receipts and enters donations and other cash, check and credit card income into QuickBooks in an accurate and timely manner.
 - e. Performs follow up contact with donors/adopters when checks are returned for payment.
 - f. Calculates, prepares, and submits monthly sales tax return and payment
 - g. Conducts monthly checking and money market account reconciliations to ensure timely accounting close.
 - h. Conducts periodic reconciliations of all accounts to ensure accuracy.
3. Works with contract accounting firm:
 - a. To provide necessary documentation for fixed asset recording and reporting.
 - b. To ensure required monthly, quarterly, and annual reporting is completed.
 - c. To ensure accurate and timely accounting period close.
 - d. Assists in reconciling GL account entry discrepancies and miscoding.
4. Manages payroll process:
 - a. Enters new employees in payroll system.

- b. Receives timesheets and enters bi-monthly payroll information for approval.
 - c. Upon approval, processes and submits payroll.
 - d. Receives, prints, and saves electronic payroll records for retention.
 - e. Ensures accurate GL entry.
5. Submits and files the Federal Quarterly Census Report.
6. Enters annual budget into QuickBooks after board approval.
7. Provides internal reporting to Executive Director and other leadership:
 - a. Ensures applicable information from A/P is tracked and reported including s/n totals, gift card donations, and medical miracle fund usage.
 - b. Maintains cumulative cash/check deposit detail record and provides monthly breakout by GL, Class, and Fund Source.
 - c. Downloads monthly online credit card donation reports, codes to GL, Class, Fund Source and forwards to appropriate volunteers for thank you, memorial/honorarium, and donor management system entry.
8. Attends monthly board meetings.
9. Assists in developing, implementing, modifying, and documenting recordkeeping and accounting procedures and disseminating relevant information to stakeholders.
10. Performs additional duties as required.

Job Requirements

Knowledge, skills, and experience necessary to perform essential job duties:

- Demonstration of FR core values on and off duty
- Associate's degree in Accounting or Bookkeeping or equivalent discipline
- A minimum of three years of accounting/bookkeeping experience with a nonprofit organization
- Knowledge of bookkeeping and generally accepted accounting principles
 - Preference will be afforded to candidates with a working knowledge of the QuickBooks desktop accounting software package.
- Ability to perform several tasks concurrently with ease and professionalism.
- Excellent verbal and written communication skills
- Excellent interpersonal skills and customer service skills
- Ability to maintain confidentiality
- Ability to work with minimal supervision
- Coordination with program and other volunteer management, administrative volunteers, and Executive Director
- Detail oriented and resourceful
- Organization, time management, and prioritization skills enabling multiple task management
- Proficiency in MS Office Suite including Word, Excel, and PowerPoint
- Data entry and reporting skills
- Familiarity with Feline Rescue policies and procedures

Work Environment:

- The Accounting Coordinator is a full-time hourly position.
- Work will primarily be performed in an office setting.
- This position is regularly required to use wrists, hands, and fingers, to perform frequent keyboard work, to handle a variety of office equipment and supplies, and talk and hear. The incumbent is frequently required to stand, walk, sit, reach with hands and arms, and stoop, kneel or crouch.
- Specific vision abilities required for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- While performing the duties of this job this position may be exposed to animal odors or airborne particles.
- The noise level in the work environment is low to moderate.