



## POSITION DESCRIPTION

Job posted 12.13.22

### ACCOUNTING COORDINATOR

Interfaith Community Services (ICS) is a 37-year-old non-profit 501(c)(3) organization that provides services for seniors, adults with disabilities, and individuals facing financial crises in the greater Tucson community. The mission of ICS is to help people in need achieve stable, healthy, and independent lives. Essential safety-net services include emergency financial assistance for rent, utilities and other essential items; emergency food boxes and supplies for low-income families and individuals; a resource center for employment assistance, financial literacy, and job coaching; and transportation, caregiving services, and health advocacy for seniors and disabled individuals. ICS is supported by over 1,200 committed volunteers, 120 faith communities, and many community partners.

#### Description

This position is responsible for overall accounting operations which include accounts receivable, payroll, personnel benefits, and overall accounting functions. The Accounting Coordinator must be highly organized, detailed oriented individual with the ability to thrive in a complex, fast-paced accounting office that supports multiple business segments. This position will be based at the Ina Road office.

All positions at ICS are expected to interact with participants, volunteers, and staff in a professional manner, reflecting ICS's Core Values Respect, Integrity, Compassion, Collaboration, and Innovation.

#### Duties and Responsibilities:

- Oversee all aspects of accounts receivable, company credit card accounts, payroll/benefits & donations
- Prepare monthly billings on all reimbursement grants to include federal, state, city and county grants
- Prepare and process bi-weekly payroll, manage payroll liabilities, and maintain accurate management of employees in HR Management system
- Ensure the accurate and timely monthly and year end close
- Assist with managing bank accounts including bank reconciliations, transfers, and stale checks research.
- Process monthly journal entries for prepaids, employee benefits/payroll & insurance.
- Assist with end-of-year review, corrections and adjusting and closing entries; assist with audit preparation
- Provide department support for fund-raising events
- Process all daily donations with accurate entry into Donor Management system
- Upload company credit card accounts, manage receipt processing system and provide support to staff credit card holders
- Regularly update and review accounting procedure documentation for responsible areas

#### Minimum Knowledge and Skills Required:

- Preferred Bachelor's degree in accounting, business, or related field preferred
- Minimum of three years' progressive experience in accounting/bookkeeping in a non-profit or small business handling a wide range of responsibilities.
- Eligible to receive and maintain Arizona fingerprint clearance card

- Ability to maintain a valid Arizona driver's license, reliable transportation, clean driving record, and current auto insurance.
- Strong understanding of generally accepted accounting principles for non-profit organizations.
- Strong written and oral communication skills; have strong organizational skills, attention to detail, ability to multi-task, and flexibility to contribute to a team environment.
- Must have excellent computer skills and experience with accounting software programs, and other Microsoft Office applications.
- Must be highly proficient in all aspects of Microsoft Excel
- Ability to work independently, meet deadlines, and have a proven aptitude for accuracy and detail.
- Ability to work with people of widely varied ages, ethnic, and cultural backgrounds.

**Reports to:** Financial Controller

**Schedule:** Full Time, Monday through Friday, 40 hours per week, some nights/weekends expected for event support

**FLSA exemption status:** Exempt

**Compensation:** Depending on qualifications and experience. Benefits provided include group health insurance, Retirement Plan, employer paid life insurance, generous Paid Time Off, and paid holidays.

Send resume, salary requirements and three professional references to [recruiting@icstucson.org](mailto:recruiting@icstucson.org). This position will remain open until filled; however, we will conduct **first reviews of application on January 3, 2023 with first interviews shortly after.**