



## HOPE Coalition Position Description

### Position Title: Accounting Technician

Responsible To: Accountant

Work Hours: 20 hours per week

FLSA Status: Hourly/non-exempt

### POSITION SUMMARY (PRIMARY OBJECTIVES OF POSITION):

The purposes of this position are to work with the Accountant to complete accounting functions for HOPE Coalition including: accounts payable, accounts receivable, general financial and administrative work.

### ESSENTIAL FUNCTIONS:

<u>Weight</u>	<u>Function/Duty</u>
	List of major tasks, duties and responsibilities of the position, and the percentage of time spend on each.
60%	<b>Accounts Payable</b> <ul style="list-style-type: none"><li>• Process purchase requests</li><li>• Verify appropriate information</li></ul>
15%	<b>Accounts Receivable</b> <ul style="list-style-type: none"><li>• Process monies received</li><li>• Prepare bank deposit</li></ul>
20%	<b>General Financial Work</b> <ul style="list-style-type: none"><li>• Bank reconciliation</li><li>• Balance accounts</li><li>• Prepare board financial statements</li><li>• Assist with grant reporting process</li></ul>
5%	<b>General Administrative</b> <ul style="list-style-type: none"><li>• Monitor cash flow</li><li>• Maintain appropriate records for audits</li><li>• Bill to other organizations</li><li>• Report assistance</li><li>• Recordkeeping</li><li>• Other duties as assigned by the Accountant</li></ul>

### MINIMUM REQUIREMENTS:

- Associate's degree in accounting field or two years of accounting experience

#### KNOWLEDGE AND SKILL REQUIREMENTS:

- Ability to support goals described in the mission, & strategic planning of HOPE Coalition
- Demonstrate ability to work with diverse populations (ie: elderly, ethnicity, gay/lesbian, differently abled, etc.)
- Proficient utilizing Microsoft Office and web based programs
- Excellent interpersonal, verbal and written communication skills
- Ability to work well in a collaborative team environment with both internal and external partners
- Ability to work independently
- Ability to work in a crisis oriented organization
- Ability to prioritize
- Understanding of confidentiality practices

#### PREFERRED REQUIREMENTS:

- Proficient with QuickBooks accounting software
- Prior experience with non-profit organization

#### MINIMAL PHYSICAL REQUIREMENTS:

- Ability to lift, carry, push and/or pull up to 50 lbs.
- Ability to file documents
- Ability to enter data into a computer

#### OTHER REQUIREMENTS:

- Ability to pass background check
- Valid driver's license
- Maintain regularly scheduled office hours –or Work within HOPE open hours, Monday-Friday 8:30-4:30
- Willing to travel between program sites
- Keep appropriate records (work logs, timesheets, mileage, expenses, etc.)
- Understand and comply with agency policies
- Report regularly to Accountant
- Attend domestic violence, child abuse, sexual assault, and homelessness related trainings
- Attend trainings related to position

This position description will be reviewed periodically and adjusted according to organization need.

HOPE Coalition is an Equal Opportunity / Affirmative Action Employer and will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.