

OPEN DOOR MISSION

Job Description: Finance Specialist

- Reports to Director of Finance
- Status – REG/FT/NE
- Location – 156 Plymouth
- Revised February 4, 2016

OPEN DOOR MISSION
Restoring Hope and Changing Lives in Rochester, NY.



The Open Door Mission considers every position one of ministry and a vital part of our team. Therefore, it is essential that all employees of ODM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, employees must be willing to lead and/or participate in Bible study, prayer, devotions and sharing the Gospel.

SUMMARY OF POSITION:

Under the general supervision of the Director of Finance, provide assistance in day-to-day department operations and accountability including accurate and timely recording of financial transactions, payroll and processing payables.

DUTIES & RESPONSIBILITIES:

Perform basic day-to-day accounting functions including:

- 1) Accounts payable
 - a. Obtain authorizations for items requiring payment from ODM including credit card statements.
 - b. Enter items into QuickBooks in an accurate and timely manner so as not to incur late fees.
 - c. Communicate with vendors when any accounts receivable issues arise in order to reach resolution.
 - d. Facilitate timely payments of invoices: prepare checks, obtain signatures, mail and file.
 - e. Prepare payment selection report for review (unpaid bills report).
 - f. Maintain all accounts payable reports, spreadsheets and payable files
- 2) Account Reconciliations & Journal Entries
 - a. Perform Bank Reconciliation
 - b. Perform Balance Sheet Reconciliations
 - c. Perform Expense Reconciliations
 - d. Perform other reconciliations as requested.
 - e. Ensure that donations have been scanned; accurately enter cash deposits, credit card donations and payroll
 - f. Adjust entries provided by Director of Finance
- 3) Payroll
 - a. Facilitate the processing of payroll by receiving time card information and ensuring its timely submission
 - b. Notify Director of Finance if anomalies are noted; follow up as per instructed
 - c. Input PTO time and monitor employee balances
 - d. Ensure that payroll information is properly entered into Journal
 - e. Responsible for time clock maintenance

General Departmental Support

- Provide support to Director of Finance for annual audit and end-of-year requirements.
- Obtain W-9's and review for year end to verify that all W-9's are in place
- Responsible to order supplies for Mission (w/ Mgr./Exec.Dir. approval as needed), including gathering orders, prepare for approval, placing order, verifying receipt and notifying recipients. Work collaboratively with staff and vendor to facilitate a smooth process that meets ministry needs.
- Receive and process daily mail – including emails
- Responsible for Petty Cash
- Responsible for Postage Meter including maintaining postage permit with USPS and handling prepaid postage with Mailstar.
- Provide departmental office support such as making copies, faxing, returning A/P phone calls, scheduling meetings, and sending out bill payments.
- Work collaboratively and effectively with departmental staff to achieve departmental goals and maintain associated standards.
- Maintain reception and third floor copier and printer.
- File related paperwork and invoices.
- Assist with Donations Data Entry as requested, primarily during October – December.
- Other duties/projects as assigned.

SKILLS & QUALIFICATIONS:

- Have a desire to serve the Lord through widely varied responsibilities to advance ministry to those currently homeless and the urban poor of Rochester NY with a compassionate heart.
- High proficiency in MS Word, Excel, Google, Gmail, and QuickBooks.
- Good working knowledge of QuickBooks, A/P and General Ledger.
- Strong math skills, able and willing to perform mathematical computations with high degree of accuracy and handle reconciliation responsibilities as assigned.
- Reliable and trustworthy – able to maintain confidentiality, high productivity and meet deadlines.
- Excellent customer service orientation; strong written and oral communications skills.
- Demonstrated time management and organization skills; ability to work effectively within a team or independently ensuring that deadlines are met and details are handled.
- Be a committed Christian able to clearly communicate the Gospel as opportunities during the work day arise (1 Peter 2:21 and 1 Peter 3:15).
- Demonstrated knowledge, understanding, and commitment to the overall mission of Open Door Mission.

WORKING CONDITIONS/PHYSICAL FACTORS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

- Requires sitting for extended periods of time – *frequently*
- Requires use of fingers and hands; fine motor skills – *continuously*
- Typical office environment – majority of time spent looking at a computer monitor
- Lifting and moving up to 25lbs and more with assistance - *occasionally*
- Walking, reaching, bending – *occasionally*
- Climb stairs multiple times per day to office
- Move throughout ODM buildings – *occasionally*

EQUIPMENT/TOOLS USED:

Computer
Adding machine
Postage meter
Copiers/printers

EDUCATION/EXPERIENCE

- Associates degree in Accounting, Finance, Business or a related field + 1 year of finance experience or any equivalent combination.
- Previous experience working for or volunteering for a non-profit organization helpful.
- MS Office Products and Advanced Skills in Excel required

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor. I understand that employment is always "at-will".

Employee Name

Signature

Date