

# SAMARITAN HOUSE

## Job Description

<b>Position: Accounting Coordinator</b>	<b>Approved by Executive Director on:</b> 09/13/2003
<b>Reports to: Finance Manager</b>	<b>Revision Date: 12/04/2024</b>
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Direct Client Services

**Job Overview:** The Accounting Coordinator plays a vital role in the financial operations of Samaritan House, Inc., This position supports the finance team by ensuring the accuracy and integrity of financial records, assisting in the preparation of financial statements, and managing day-to-day accounting operations.

### Key Responsibilities:

#### Accounts Payable and Receivable

- Assign account codes to invoices and receipts.
- Upload, in a timely manner, outstanding invoices into the Accounts Payable system-Bill.com.
- Upload, in a timely manner, receipts into Tallie, the credit card management system.
- Print checks, obtain signatures, mail payments and file invoices.
- Correspond with vendors regarding invoices and payments.
- Prepare invoices for grant reimbursements.
- Prepare deposits and complete deposit reconciliation for each deposit slip.

#### Budgeting and Audits

- Track expenditures to ensure adherence to budget.
- Support the external audit process by providing requested documentation and reports.
- Assist with agency budget compliance and grant budget compliance.

#### General Administrative Support

- Maintain accurate financial files, both electronic and paper
- Provide general administrative support to the finance department as needed.

### Qualifications

- **Education**
  - Bachelor's degree in accounting, Finance, or a related field preferred
  - Relevant work experience in non-profit accounting, preferably in a non-profit organization, would be considered.
- **Experience**
  - Minimum of 2-3 years of experience in accounting, preferably in a non-profit organization
  - Familiarity with accounting software (e.g., Sage Intacct or other non-profit financial systems)

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### Skills and Competencies

- Strong understanding of accounting principles and financial reporting
- Detail-oriented with strong organization skills and the ability to prioritize tasks.
- Excellent written and verbal communication skills
- Ability to work both independently and as part of a team.
- Strong proficiency in Microsoft Excel and other MS Office applications

### Additional Requirements

- Commitment to the mission and values of the organization
- Ability to handle confidential financial information with integrity and professionalism.

### Working Conditions

- **Travel Requirements:** Occasional local travel may be required.
- **Physical Demands:** Able to lift 25 pounds safely. Ability to work a 40 hour a week schedule with no physical limitations in normal ranges of sitting, standing, walking, or bending.
- Must be able to work flexible working hours, particularly at peak times around audits.

### Compensation

- Medical Insurance
- Dental Insurance
- Life Insurance
- Worker's Compensation Insurance
- Short term/Long term Disability Insurance
- 403B Retirement Savings Plan
- Company Holidays
- Paid Annual Leave
- Jury Duty and Administrative Leave

**Salary:** Based on experience and qualifications. This is a full-time position with benefits. The hours are scheduled for Monday through Friday, 9am- 5pm. Please submit cover letter, resume, and job application to:

Samaritan House, Inc.

Theresa Lindsey, Director of Operations/Employee Engagement

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2620 Southern Blvd  
Virginia Beach, VA 23452  
757 631-0710 ext. 253    757 631-0747 (Fax)  
[theresal@samaritanhouseva.org](mailto:theresal@samaritanhouseva.org)

Can apply online at <https://samaritanhouseva.org/contact-jobs/jobs>

Samaritan House is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, services and volunteer opportunity.