

SAMARITAN HOUSE

Job Description

Position: Accounting Coordinator	Approved by Executive Director on: 09/13/2003
Reports to: Finance Manager	Revision Date: 03/06/2026
<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 supports the finance team by assisting with the day-to-day financial operations of the organization by assisting with accounts payable, accounts receivable, maintaining financial records, and ensuring accurate financial documentation. This role requires strong attention to detail, organization, and the ability to work collaboratively with internal teams and vendors.

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

- 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 Operations Department

Qualifications

- Minimum of 2-3 years of accounting or bookkeeping experience, preferably in a non-profit organization
- Familiarity with accounting software (e.g. Sage Intacct or other non-profit financial systems)
- 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
- Ability to handle confidential financial information with integrity and professionalism

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Preferred Skills and Competencies

- Bachelor's degree in Accounting, Finance or a related field preferred
- Experience working in a government, nonprofit, or public sector environment
- Experience with grant funded programs
- Knowledge of financial compliance
- Strong understanding of accounting principles and financial reporting

Working Conditions

- **Schedule:** Monday-Friday, 9am-5pm
- **Travel Requirements:** Occasional travel may be required
- **Physical Demands:** Able to lift 25 pounds safely

Compensation

- \$18.00 - \$22.00 per hour (based on experience and qualifications)
- 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

Please submit resume and job application to:

Samaritan House, Inc.
Theresa Lindsey, Director of Operations/Employee Engagement
2620 Southern Blvd
Virginia Beach, VA 23452
757 631-0710 ext. 253 757 631-0747 (Fax)
theresal@samaritanhouseva.org

Please download and complete Job Application Form at: www.samaritanhouseva.org.

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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.