



Position/Title: Finance Specialist

Organization: The Refuge Center for Counseling

Reports to: Operations Manager

Category: Full-Time (40 hrs./week)

Location: Franklin, TN

Purpose of the Position: Supporting the vision and staff of The Refuge Center by managing and reporting the financials of the organization with the assistance of the organization's outside CPA firm.

SPECIFIC DUTIES

Accounts Payable

- Verify billing and purchasing credit card charges and match with proper expense documentation
- Process check/electronic payments for invoices and check requests
- Maintain files and documentation matching all invoices and check requests to copies of checks
- Receive invoices and process systematic payment for all contract laborers
- Submit timesheets to payroll company and verify accuracy of payroll
- Maintain W-9 information for all contract labor and vendors
- Ensure timely, annual process and delivery of all 1099's and associated paperwork to the IRS

Accounts Receivable

- Complete deposit worksheets
- Enter deposit information into QuickBooks in accordance with generally accepted accounting principles
- Assist Operations Manager with daily reconciliation of counseling revenue
- Prepare Monthly Billing for Collaborative Partners and 3rd Party Payers
- Manage and record donor data in donor database to ensure accurate donor information, working closely with the development staff.

Financial Reporting

- Prepare monthly financial statements for Executive Director and Board of Directors
- Manage and record donor data in donor database to ensure accurate donor information, working closely with the development staff.

Expectations:

- Maintain accurate and appropriate records in accordance with generally accepted accounting principles
- Follow existing standard protocol for all job responsibilities and assist in creating operating procedures that ensure accuracy, efficiency and protect the integrity of TRC
- Conduct month-end closing activities as required and additional journal entries as requested from CPA review
- Conduct year-end closing activities and additional journal entries as requested from CPA review
- Assist in annual audit as required by auditing firm
- Other duties, as assigned

Requirements:

- High School Diploma or GED equivalent required; college level accounting classes or Accounting Degree preferred
- 2-4 years bookkeeping/accounting experience
- Demonstrated proficiency with Office products including Excel and Word
- Must have experience using accounting software; experience using QuickBooks preferred
- Strong communication skills
- 40 hours per week