



# The Refuge Center

FOR COUNSELING

Position/Title: Accounting Specialist  
Organization: The Refuge Center for Counseling  
Category: Full time (40 hours per week)  
Location: Franklin Office  
Reports to: Associate Director

**Purpose of the Position:** Reporting to the Associate Director, and working closely with the Departmental Directors, the Accounting Specialist will be responsible for financial systems, processes, administration, and internal controls. The position's primary goal is to ensure the day-to-day business and financial health of the organization run effectively and efficiently.

## Specific Duties

### Finance:

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, account reconciliations and assisting with monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Maintaining documentation for accounts payable, purchasing, and conducting internal audits.
- Performing monthly financials and balance sheet reconciliations to budget. Communicate budget variances to leadership and meet processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with annual audits.
- Ensuring compliance with GAAP.

### Account Receivable/Accounts Payable:

- Reconcile client payments with Daily Transaction Report & resolve any discrepancies in payment and report.
- Ensure adherence to policy for maintaining safe keeping of client payments.
- Perform weekly deposit of payments.
- Maintain vendor management files, including obtaining required W-9s for payment. Maintain up to date contracts as required.
- Track, bill and reconcile all third-party billing.
- Track and maintain all CEU and Perks reimbursements for eligible team members.
- Review invoices and check requests for appropriate documentation and required approval.
- Print checks for payments, request signature(s), mail payments.
- Consolidate donations/grants between donor software and accounting software to ensure balance.
- Work with contracted Bookkeeper as required.

**Payroll:**

- Collect and verify timekeeping information for all employees and contract positions
- Calculate pay according to hours worked incorporating leaves and overtime. Calculate bonuses and commissions when appropriate
- Initiate periodical payments timely either by preparing and administering checks or making direct deposits through a bank payment system
- Update paper and electronic payroll records by entering adjustments on pay rates, employee status changes etc.
- Calculate unemployment and severance payments
- Work with employees and managers to resolve any payroll questions. Investigate and resolve any discrepancies in payroll
- Prepare and submit reports with payroll information to PEO for processing.

**Other:**

- Attend community meetings, training events and agency meetings.
- Assist Associate Director as needed.
- Prepare annual reports/submissions as required for non-profit status (i.e.: charitable contributions, renewal of tax exemption, etc.)
- Other duties may be assigned from time-to-time to drive the mission, vision, and strategy of The Refuge Center for Counseling.

**QUALIFICATIONS**

- Bachelor's degree preferred, but not required.
- Non-profit accounting or bookkeeping experience preferred.
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail-oriented.

**ATTRIBUTES**

- Comfort and experience with public speaking to large and small groups on complex topics.
- Exceptional relationship-building and interpersonal communication (written and verbal) skills.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Energetic, flexible, collaborative and proactive.
- Passion for and strong understanding of the mission of Refuge.
- Ability to meet deadlines and follow projects through to completion.