

**Dare 2 Share Ministries**  
**Job Description: Accounting Specialist VN1.0**

**DIVISION/DEPARTMENT:** Finance

**LOCATION:** Denver (Wheat Ridge)

**REPORTS TO:** Director of Finance

**TYPE OF POSITION:**      Full-time      Part-time      Volunteer

**HOURS OF WORK:**       40 per week

**INTRODUCTORY PERIOD:** 90 Days

**POSITION DESCRIPTION**

This position requires a solid fundamental comprehension of the practice of recording, classifying, examining, and analyzing data and records of financial transactions. The Accounting Specialist (AS) records transactions and reviews details consistent with an understanding of generally accepted accounting principles (GAAP), as well as D2S's mission, vision, policies and procedures.

The primary responsibility of the AS is to assure completion of day-to-day accounting transactions, assuring that they are carried out in accordance with established accounting principles, policies, and objectives. This will involve significant hands-on activity in order to ensure appropriate segregation of duties. The AS will strive for accuracy and consistency and will ensure D2S financial policies and procedures are followed.

The AS often works independently, within broadly defined work objectives with a limited (detailed) review of overall results. As such, the work requires technical accuracy and compliance with instructions through spot checks, appraisal of results, subsequent processing, analysis of reports and statements, and other appropriate means.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*The Work Examples and Competencies listed are for illustrative purposes only and not intended to be exhaustive.*

*Accounts Payable 50%*

*Accounts Receivable 15%*

*Payroll 15%*

*Bank reconciliations 10%*

*Inventory 10%.*

- Perform day-to-day accounting functions as assigned including: AR, AP, GL, and payroll.
- Post all payments and keep accurate donation and registration records in order to assure data integration between Salesforce, Shopify and Great Plains.
- Process payment requests and record accurately to ensure proper disbursement of designated funds.
- Prepare bank account reconciliations between the general ledger and cash management module.
- Second point-of-contact for purchase order notification and troubleshooting.
- Work with operation team personnel to define standards, practices, and controls that will promote availability of inventory while limiting loss through theft or obsolescence.

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- Responsible for paying all sales tax on appropriate online orders.
- Assure inventory cost calculations are accurate and properly recorded in GP.
- Periodically perform cycle counts in the perpetual inventory to ensure accurate inventory records.
- Take direction from the Director of Finance to evaluate and treat unique transactions.
- Exercise considerable responsibility in coordination of the D2S computerized financial management and donor systems.
- Prepare reconciliations of petty cash and gift cards to the general ledger.
- Write-up and input of journal entries into general ledger as required.
- Administer employee benefit accounts including Simple IRA, HRA, and 125 FSA accounts.
- Assist in internal audit functions such as review of internal controls, procedures, policies and systems for various transaction cycles and perform investigations of issues and risks to the organization as needed. Identify enhancements/recommendations to the status quo and advise others to facilitate implementation of recommended changes.
- Assist the Director of Finance in preparing yearly budget and generate budget reports as needed.
- Assist the Director of Finance in support of the annual audit and preparation of Form 990.
- Other duties as assigned.

#### **COMPETENCIES REQUIRED (Including formal education if applicable)**

- Prefer accounting, finance or economics college degree
- 2+ years' experience as accountant preferable, but all accounting experience considered
- Ability to analyze complex financial data
- Proficiency with Excel or similar spreadsheet software
- General knowledge of Great Plains and Salesforce systems helpful
- Excellent attention to detail
- Ability to consistently meet all deadlines.
- Good written and verbal communications skills
- A high level of initiative, effort and commitment towards completing assignments efficiently
- Works with minimal supervision.
- Displays high standards of ethical conduct of honesty and integrity Encourages and fosters commitment and team spirit.

#### **KEY PERFORMANCE INDICATORS FOR THIS POSITION:**

- Monthly departmental transaction volume
- Days delay for standard month end close
- Transaction error rates

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) "Statement of Faith", must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.