

POSITION DESCRIPTION

TITLE

ACCOUNTANT

EMPLOYEE NAME

HELLO

DATE OF VERSION

SEPTEMBER 1, 2023

DEPARTMENT PURPOSE

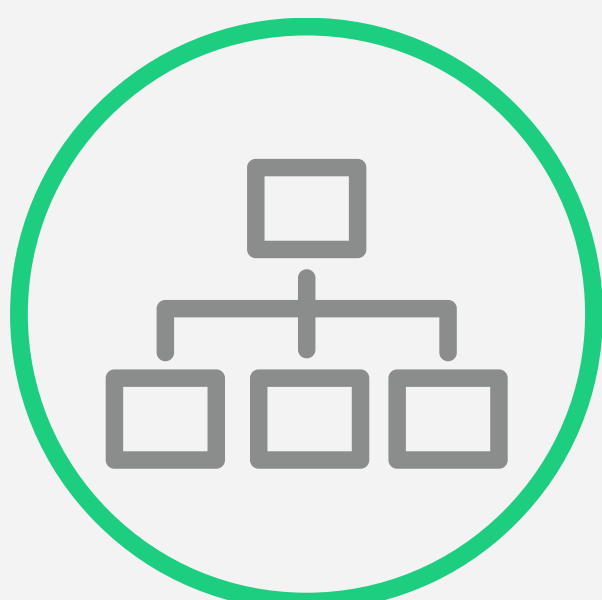
Describes Department's purpose in the company eg. Dime Accounting is responsible for... and committed to...

Providing relief to our customers through timely and accurate management of financial information, and producing helpful feedback and narrative.

POSITION PURPOSE

Describes Position's key purpose...

Serve as the primary contact point between customers and their financial information; provide real-time customer feedback on cash, bills, and receipts; and produce timely and accurate monthly financial statements and narratives to customers.



DEPARTMENT RELATIONS

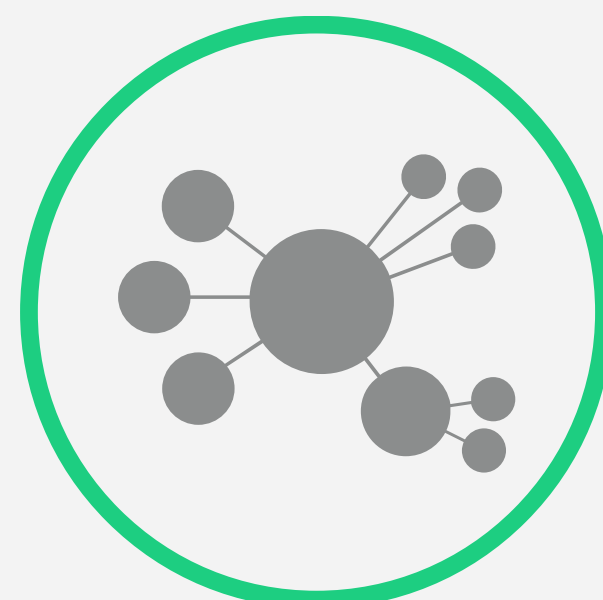
Department: Accounting

Department Head: COO

Reports to: Controller

Direct Reports::

- Yes
- No

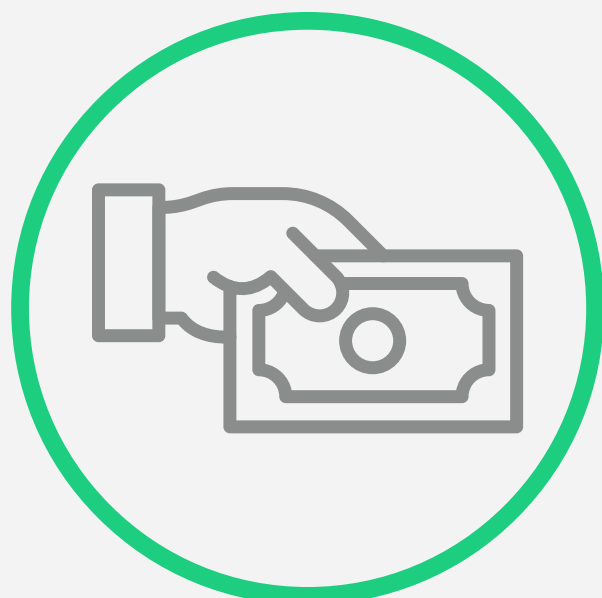


KEY RELATIONSHIPS (positions)

Controller

Customer Success & Sales

Office Manager



CLASSIFICATIONS

- Exempt
- Non-Exempt



EMPLOYEE

- Full Time
- Part Time
- Hourly

TASKS & RESPONSIBILITIES



KEY RESULT AREA

DESCRIPTION OF DUTIES

ACCOUNTS PAYABLE & RECEIVABLE

(approximately 25%)

- Maintain and "own" bill.com, in general, for all customers.
- Enter and maintain all transactions & records in QBO and Bill.com.
- Review and manage bill.com auto invoice entry.
- Manage customer cash and produce weekly mini-bank reconciliations.
- Review bills weekly or semi-weekly.
- Release and pay bills weekly or semi-weekly.
- Make online donation journal entries and ensure donation system balanced to the general ledger.
- Maintain and update all donor records in Dime Giving.

MONTHLY REPORTING

(approximately 50%)

- Complete monthly bank and credit card reconciliations by the 10th of each month.
- Month End Review and Reporting: Prepare financial statements by the 15th of each month, and provide customers with monthly commentary summary of financial results and cash positions.
- Close the period each month in QBO when the final financials have been sent to the customer.
- Produce weekly or monthly dashboard or supplemental/special reporting as needed by each customer.

ANNUAL REPORTING

- Close the period in QBO after year-end financials have been sent to the customer.
- Assist in the completion of annual audits as needed by each customer.

OTHER

- Track and maintain our internal ticketing system and communicating regularly with the customers regarding Cash, Invoices, Bills, Financials, etc. Serve as the main point of contact and resource for customer questions.
- You might be asked to perform a wide variety of tasks related to accounting, operations, or clerical work. This will include working with Dime's subject matter experts to answer customer questions, process 1099s and donor statement, prepare and make journal entries for your customers, and perform any other related assignments or requests.

KNOWLEDGE

Describes knowledge/understanding required to do the job effectively

- General accounting techniques
- General banking transactions
- General business operations and principles
- Church & Non-Profit



SKILLS

Lists skills required to do the job effectively

- Computer competency
- Microsoft Excel
- Quickbooks Online
- Data Entry
- Strong Communication, especially via email



REQUIREMENTS

DIME CORE VALUES

- Structured Flexibility
- Make it better
- Try something
- Honesty over forthright
- Simple and clear
- Consistency
- Listen before you talk
- Make everything look good
- Always help people
- Be healthy



EXPERIENCE

Describes experience required to perform the role effectively

- 1-2 years prior accounting experience
- College degree in Accounting or Finance

