



JOB TITLE: Accounting Specialist
SCOPE: Full-Time/Non-Exempt
SUPERVISION: Reports to the Financial Controller

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health, and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

We are seeking a detail-oriented Accounting Specialist who thrives in a fast-paced, mission-driven environment and brings strong accounts payable and general ledger support skills. The ideal candidate is organized, dependable, and collaborative; can manage deadlines and multiple priorities; communicates effectively across departments; and demonstrates sound judgment and discretion when handling confidential information. Familiarity with nonprofit accounting, grant-related invoicing/reporting, and financial reporting cutoffs is preferred. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Process high volume accounts payable, obtain director approval, and enter all AP for payment, including detailed allocation between grants and departments.
- Crosstrain with Finance and Operations Assistant to prepare weekly and first of the month check runs.
- Aggregate supporting receipts for credit card and accounts payable transactions and assist with recording in general ledger.
- Record all checks and cash receipts to appropriate accounts/entities in accounting system.
- Prepare bank deposit documentation and communicate any Accounts Receivable discrepancies to Controller.



- Prepare and input journal entries as needed and complete any related analysis.
- Gather and prepare financial information for monthly HUD reports.
- Assist in maintaining an orderly accounting filing system so information is easily accessible to department staff.
- Assist in the grant invoicing process, including gathering all pertinent information and submitting final requests with great attention to detail.
- Complete monthly security deposit, aging, and prepaid rent reports for each applicable program.
- Input monthly rents and work with program staff to ensure residents are paying on schedule.
- Assist CFO and Controller with special projects, administrative tasks, audit schedules, and other accounting and reporting related work as requested.
- Work regularly with CFO and HR Director to complete various personnel analysis throughout the year.
- Separate critical issues from inconsequential ones when problem-solving.
- Communicate effectively with staff throughout the Agency and other third-party stakeholders.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- Associate's degree in Accounting or Business preferred, may consider equivalent work experience in lieu of a degree.
- Two (2) years of accounting or business-related experience is preferred.
- Fundamental knowledge of financial reporting cutoffs (e.g., identifying and applying correct period recognition for transactions) is required.
- Proficiency with Microsoft Office applications (Excel, Word, and Outlook), including the ability to create, edit, and analyze documents and spreadsheets.
- Nonprofit accounting experience and/or experience with FundEZ or similar accounting software is a plus.
- Strong analytical, problem-solving, and data reconciliation skills, with consistent attention to detail and accuracy.

SPECIFIC REQUIREMENTS

- Ability to organize and prioritize multiple tasks, meet deadlines, and adjust to changing priorities in a fast-paced environment.
- Ability to read, write, and communicate effectively in English, including the ability to prepare clear written work product and communicate information to internal and external stakeholders.
- Ability to understand and follow written and verbal instructions.



- Demonstrated ability to handle sensitive and confidential information with discretion and in accordance with applicable policies and laws.
- Ability to maintain a professional demeanor and work effectively under deadline-driven conditions.

PHYSICAL REQUIREMENTS

- Ability to perform computer-based work for extended periods of time, including reading and entering information, with or without reasonable accommodation.

WORKING CONDITIONS

- Works in a climate-controlled and well-lighted environment with a smoke-free policy.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.