



### **Accounting Specialist**

**Department:** Accounting

**Status:** Non-Exempt Hourly (\$28-\$33 per hour)

**Location:** Youth on Course, Monterey California

## **SUMMARY**

The Accounting Specialist plays a dual role in supporting the financial health and donor relations for Youth on Course. This position is responsible for the precise entry of revenue, accounts payable processing, and maintaining the integrity of both the financial (QuickBooks) and donor (Salesforce) databases. The ideal candidate is a detail-oriented professional capable of balancing rigorous accounting standards with the "soft skills" required for donor stewardship and administrative support.

## **Essential Functions**

### 1. Revenue & Gift Processing

- **Deposit Management:** Process daily check deposits using Bank of America's remote scanner; ensure all entries are mirrored accurately in Salesforce (SF).
- **Data Integration:** Prepare and import daily deposit spreadsheets into QuickBooks Online (QBO).
- **Pledge Tracking:** Monitor pledge payments, notify the CFO upon receipt, and record payments as separate deposits.
- **Electronic Funds:** Monitor ACH deposits, determine appropriate coding, and enter transactions into QBO.
- **Donor Stewardship:** Prepare and mail acknowledgement letters, thank-you notes, and stewardship materials; track and send donor gifts.

### 2. Accounts Payable (AP)

- **Bill Payment:** Assist in weekly bill payments, including cutting checks and initiating ACH transfers for CFO approval.
- **Coding Accuracy:** Ensure invoices related to restricted gifts are coded to the correct projects.
- **Documentation:** Maintain digital and physical AP files, ensuring all invoices include proper approval and coding.

- **Banking Compliance:** Upload check runs to Bank of America Positive Pay and manage daily exceptions (approvals/denials).
- **Vendor Management:** Create and sync Vendor IDs between Salesforce and QBO; collect W-9s and generate annual 1099 forms.

### 3. Database & Record Maintenance

- **Data Integrity:** Maintain and update donor records in Salesforce and vendor records in QBO.
- **Reporting:** Run CSV and PDF reports for daily deposits; reconcile the AP subsidiary with the general ledger monthly.
- **Filing:** Organize and maintain development-related documents, correspondence, and financial records.

### 4. Tax & Miscellaneous Operations

- **Sales Tax:** Perform daily reviews of sales tax applications; prepare monthly repayments and complete quarterly returns.
- **Team Support:** Assist with HR functions such as reporting and monitoring PTO and timesheets.
- **General Admin:** Provide spreadsheets and reporting as requested by the Development and Finance teams.

## Qualifications & Experience

- **Education:** College degree with an emphasis in Accounting OR 3-5 years of related professional experience.
- **Technical Proficiency:** Strong comfort level with QuickBooks Online, Salesforce, and banking portals. Advanced skills in Excel/spreadsheets are required.
- **Discretion:** Proven ability to handle confidential donor and company information with the utmost tact and professionalism.
- **Communication:** Strong oral and written communication skills for donor correspondence and internal collaboration.
- **Organization:** Exceptional attention to detail; able to manage multiple deadlines in a fast-paced environment.

## LOCATION & WORK ENVIRONMENT

- Based in Monterey, CA, with potential hybrid flexibility.
- Hours may vary based on organizational needs to provide support coverage.
- Must have a valid U.S. driver's license.
- Occasional travel for trainings, events, or team meetings may be required.