



Accounting Specialist

Job Description
Updated August 2025

Education Minimum:

Bachelor's degree; 2-5 years of accounting experience preferred

Qualifications:

- Highly detail oriented
- Systems competency, QuickBooks Online (QBO), Excel and Salesforce experience is preferred
- Clear criminal background
- Timely in responding to calls and messages
- Team player
- Passion for the Gospel and the mission of serving vulnerable people worldwide

Reports to:

Chief Financial Officer

Summary:

The Accounting Specialist performs and assists with all accounting functions of JMI, with an emphasis on accuracy and meeting monthly, quarterly and annual deadlines.

Key Responsibilities:

Deposits/Income

- Remote deposit of all checks (and cash) that come into JMI
- Transfer funds regularly from PayPal, ReachPay other merchant vendors
- Record donations daily (checks, Square, PayPal, Stripe/Reach Pay, cash, ACH, wire, stock donations) into Salesforce with attention to accuracy
- Maintain records of all Donor Restricted funds that are received, ensuring deposit data is entered accordingly so that the Salesforce Manager can pull this information and manage donor follow-up upon use of the funds

- Maintain records of all stock and security donations, ensuring proper acknowledgement details are sent to donors
- Maintain records of all in-kind donations, ensuring proper acknowledgement to donors
- File complete deposit packages
- Enter new and updated donor information into Salesforce, giving attention to maintaining accurate donor information
- Communicate with the sponsorship team on all sponsor-related payments or missed payments
- Assist the Salesforce Manager in confirming the accuracy of donation data in calendar year-end giving letters, as well as other donor communication and reporting
- Support the Salesforce Manager to ensure donors are thanked and receive timely receipts that correctly acknowledge all types of donations
- Lead the Deposit Team (Accounting Specialist, Bookkeeper, CEO and CFO) in regular flow of deposit package entry and approval process
- Perform monthly and annual reconciliation of Salesforce to Quickbooks and work to resolve discrepancies and ensure the data is accurate in the donor and accounting systems
- Reporting to companies in order to receive their matching donor gifts
- Communicate with accounting staff at Rolling Hills Community Church (RH) to ensure we are correctly receiving payments from RH, transactions between the related parties are well communicated and managed, and send JMI invoices to RH for payments we are expecting from RH
- Assist in the independent annual audit by working with the Salesforce manager to generate deposit reports, and uploading deposit packages for audit testwork

Accounts Payable (AP)

- Enter new vendor information in QBO, request W-9s and ensure completeness and accuracy of vendor information for annual 1099 tax reporting
- Timely payment of vendors, enter vendor invoices into QBO, manage approval of invoices, print checks, coordinate with check signers and ensure payments are delivered
- Record prepaid portion of invoices, keeping good records in excel to assist with annual accrual accounting requirements of Generally Accepted Accounting Principles (GAAP)
- File complete invoice packages
- Monthly review of AP entry in QBO prior to the CFO's preparation of monthly reconciliations in QBO

Credit Card

- Facilitate collection, organization and completeness of staff credit card receipts
- Maintain the automated links between QBO and the credit card company for each card
- Save correctly coded credit card transactions in QBO
- Confirm completeness of monthly transaction entry prior to the CFO's preparation of the monthly reconciliation in QBO
- Prepare completed documentation for monthly credit card package that is provided to the CFO and then CEO for review and approval before being filed in AP

International Funding

- Ensure timely receipt of monthly funding requests and expense reporting from JMI's international organization
- Enter financial information received by the National Directors and Financial Directors' requests and actual reporting into QBO journey entry templates

Expense reports

- Collect expense reports from staff after travel, reconcile the beginning cash/check and any remaining funds, with documentation and coding of the amount expended
- Completed packages go to the CFO for recording and filing into the deposit files

Annual Independent Audit

- Communicate with Salesforce manager to generate deposit reports, and upload deposit packages for audit testwork showing reconciliation of amounts and proper approval
- Confirmation that large deposits and individual donations over \$5,000 are correctly captured and documented through positive or negative confirmation of Donor Restriction
- Maintain ongoing filing of AP so that it is complete and ready to pull for the audit fieldwork, showing proper documentation and approval of invoices and payments
- Confirm that monthly credit card packages are complete and ready to be provided to the auditors during fieldwork with each charge supported by accurate documentation

Taxes

- Pay quarterly Tennessee State sales tax
- General Salesforce annual report of giving by state to assess the need for changes in state charitable solicitation adjustments
- File annual 1099 vendor tax reports in conjunction with the CFO
- Assist in information gathering for annual 990 tax reporting, including reporting of all stock donations received

Third-Party Reporting

- Manage annual reporting to third-parties, generate financial reports from QBO for updates, work across departments and systems to ensure timely updates (i.e. Mission Increase, ECFA, et.)

Budget

- Assist Operations Manager (OM) in preparation of the JMI annual office budget and monthly review by providing assistance on historical expense data
- Enter budget data into QBO that is provided by the CFO during and after the annual budget process

Financial Projections

- Enter monthly financial projection data into QBO that is provided by the CFO during and the annual end of fiscal year financial projection process

Other

- Respond to info@justiceandmercy.org emails relating to finances and answer or forward sponsorship or other emails as needed
- Back up Operations Manager in answering JMI main business phone line
- Other duties as assigned by the CFO

My signature below attests to the fact that I have read my job description, understand the requirements of the role, and agree to fulfill its expectations.

Employee Signature

Date