Healthy Homes Coalition’s vision is for all children to grow up in healthy homes free of environmental hazards, accomplished through policy and advocacy, outreach and education, direct services, and continuous collaboration.

**JOB DESCRIPTION:** Accounting Coordinator

**STATUS:** Part time, hourly pay, exempt

**REPORTS TO:** Executive Director

**GENERAL DESCRIPTION:** The Accounting Coordinator is responsible for completing tax documents, managing accounts receivable and accounts payable, and overseeing employee payroll.

**RESPONSIBILITIES:** The primary responsibilities of the Accounting Coordinator will consist of, but are not limited to, the following duties:

- Reconcile monthly bank statements with the Executive Director and Treasurer
- Enter semi-monthly payroll into Patriot Online Payroll system and process paychecks via direct deposit
- Import payroll data into organization’s QuickBooks account
- Review payroll reports on a monthly basis
- Determine and process all tax payments to appropriate agencies
- Review payroll taxes on a monthly basis
- Make periodic journal entries as required for payroll, bank statement details, credit card processing fees, returned deposit items, bank service charges, interest received, etc.
- Complete transfers from PayPal and DonorBox to checking bank account
- Making periodic journal entries as required for monthly grant allocations (based predominately on review of hours worked per grant)
- Make corrections to reclassify errors found in monthly review by Accountant and/or Executive Director
- Quarterly entries to reclassify grant expenses for reporting purposes, if needed
- Entries needed annually to post carry-over funds, prepaid expenses, to restrict temporarily and permanently restricted funds, to set up fixed assets and depreciation, and other year-end entries as needed
- Prepare 1099 returns for all consultants at each year’s end
- Manage inventory log for all bulk program-related supplies purchased in advance. The log will include date and quantity of purchase, date and quantity distributed including program to be expensed, and running tally of the number of items in inventory
- Record all equipment in the accounting system
- Maintain depreciation schedule annually
- Maintain lease and lease specifications, and make proper general journal entries for same
- Ensure that all budgets are on file
- Maintain accurate log for restricted and unrestricted funds
- Report grant expenditure status and deviations in a prompt manner

**ROLE EXPECTATIONS:**
- Expected 15-30 work hours per week
REQUIRED QUALIFICATIONS:

- Bachelor's degree in accounting or related field
- Minimum of 3 years of experience in a professional work environment
- Ability to work remotely and/or with minimal supervision while being accountable to organizational leadership and the team
- Must be culturally competent and committed to equity and justice
- Excellent organizational skills with exceptional attention to detail
- Excellent written and oral communication skills
- Working knowledge of QuickBooks, DonorBox, Salesforce, and Patriot Payroll
- Solution-based problem-solving skills
- Dedication to continuous professional growth
- Must possess strong work ethics and integrity
- Efficient time-management skills
- Technologically competent

PHYSICAL REQUIREMENTS:

If accommodations are needed, please include a statement of clarification at application.

- Ability to bend over and lift up to 25 lbs
- Ability to sit for prolonged periods, using a keyboard and phone
- Ability to communicate clearly by phone and verbal presentation

Healthy Homes Coalition of West Michigan values diversity and inclusion. We are committed to building a diverse staff. We strive to create a workplace that is reflective of the communities we serve. All qualified candidates are encouraged to apply.

CONTACT:

Please send your resume with a cover letter, including your salary expectation, to:

Jameela Maun at jameela@healthyhomescoalition.org and

Hana Salmoran at hana@healthyhomescoalition.org