



## JOB DESCRIPTION

Accounting Specialist

rev. April 10, 2025

**Job Title:** Accounting Specialist  
**Department:** Administration  
**Location:** 2114 Macdonald Ave. Richmond, CA  
**Reports To:** Office Manager  
**FLSA Status:** Non-Exempt, Hourly  
**Classification:** Part Time

### Summary Of Position:

The Accounting Specialist is responsible for accurately collecting, counting, recording, and processing all incoming donations, including cash, checks, credit card transactions, online contributions, and Gift-in-Kind (GIK) donations. This role is essential for maintaining financial integrity, ensuring donor acknowledgment, and providing the Development and Accounting teams with accurate data entry and reporting.

### Minimum Required Qualifications:

- Associate's degree.
- Strong attention to detail and accuracy when handling financial and donor data.
- Proficient in Microsoft Office (especially Excel).
- Excellent organizational and communication skills.
- Ability to manage sensitive information with discretion and integrity.
- Current and valid California driver's license.

### Preferred Qualifications:

- Bachelor's degree.
- Previous experience in nonprofit development, accounting, or administrative roles is highly desirable.
- Experience with donor databases (e.g., DonorPerfect, Raiser's Edge, Salesforce).
- Familiarity with credit card processing platforms and PCI compliance forms and PCI compliance.

### Key Responsibilities:

- Report to work on-site as scheduled.
- Collect and secure all monetary and in-kind donations received through various channels (mail, events, credit card, online, etc.).
- Count and reconcile cash and check donations in accordance with internal control procedures.
- Process credit card donations with accuracy and compliance, ensuring timely entry into donor or financial systems.
- Prepare and submit daily or weekly donation reports to the Accounting and Development departments.
- Coordinate with the Development team to ensure timely acknowledgment letters and tax receipts are sent to donors.
- Maintain organized, secure, and confidential records of all transactions and donor information.
- Assist with monthly reconciliation of donation records and provide support during audits as needed.
- Ensure compliance with IRS regulations, PCI standards for credit card handling, and internal policies related to donations.
- Support fundraising events and campaigns, including on-site donation collection, processing, and tracking.
- Use current communication tools effectively, including email, messaging apps, and video conferencing platforms.



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- Assist in preparing accounts payable, including but not limited to gathering invoices and coding.
- Process cash reimbursements for programs.
- Disburse petty cash.
- Make cash deposits.
- Attend all mandatory staff meetings, trainings, and company-wide events as scheduled.
- Adhere to the Bay Area Rescue Mission Employee Handbook.
- Perform other duties as assigned.

### Working Conditions / Physical Factors

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- The majority of this position requires work indoors, in an office environment - *continuously*
- Requires travel, the majority of which is within the Bay area - *occasionally*
- Manual dexterity and use – *frequently*
- Sitting – *frequently*
- Pulling, pushing, lifting up to 25 pounds independently – *occasionally*
- Pulling, pushing, lifting over 25 pounds with assistance - *occasionally*

### Equipment / Tools Used

- Computer
- Telephone
- Calculator

### Employment Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

### Acknowledgement:

My signature below acknowledges that I have read and understand the job description as outlined. I understand that this job description is not intended to be all-inclusive and that additional duties may be assigned as needed. I further acknowledge that this document does not constitute a contract of employment. Employment with Bay Area Rescue Mission (BARM) is at-will, meaning that either the organization or I may terminate the employment relationship at any time, with or without cause or advance notice.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date