

# National Health Care for the Homeless Council

## POSITION DESCRIPTION

<b>Job Title:</b>	Accounting Coordinator
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Finance
<b>Location:</b>	Remote- Hybrid, Preference for Nashville area
<b>Compensation:</b>	\$40,500 - \$53,000
<b>Benefits:</b>	Comprehensive benefit package
<b>FSLA:</b>	Non-Exempt

### **Organizational Description:**

The National Health Care for the Homeless Council is the premier national organization working at the nexus of homelessness and health care. Since 1986, the Council has brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. The Council's 200+ Organizational Members include Health Care for the Homeless programs, respite programs, housing, and social service organizations across the country.

Grounded in human rights and social justice, the National Health Care for the Homeless Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness.

### **Job Summary:**

The Accounting Coordinator will have responsibilities in the areas of finance including AP/AR. This includes processing all AP with Bill.com and the accounting software MIP, coding and preparing AR for data entry, and supporting the finance team with services including copying, scanning and creating miscellaneous payment requests.

## **Job Responsibilities**

### **AP and AR recordkeeping responsibilities:**

- Daily processes invoices in Bill.com and forwards for approval to appropriate staff member.
- Ensures processing of all payments in Bill.com by reviewing on a daily basis.
- As least weekly prepares non-Bill.com and recurring transactions and ensures that all backup and payment requests are accurate, signed by the appropriate staff, and that invoices are paid promptly.
- Prepares journal entries for copier machine monthly.
- Assists with the preparation for the annual audit and 990.
- Makes phone calls to vendors to resolve billing issues and related questions.
- Prepares all deposit sheets for data entry including checks, bank ACH payments and cash.
- Works with membership, event and advancement staff to ensure coding is correctly applied for all donations, registrations, memberships, and sponsorships.
- Provides back-up support for finance team including making copies, scanning, preparing packets and filing.
- Performs other duties as assigned.

### **Education, Experience, and Skills:**

- College degree in accounting, business administration or equivalent work experience.
- 2+ years experience accounts payable experience/accounts receivable
- Experience with Bill.com preferable.
- Expert knowledge of Excel.
- Intermediate knowledge of MIP or other financial systems preferred.
- Handles confidential matters professionally and with discretion.
- Able to operate a variety of office equipment, including photocopiers, fax, and personal computer.
- Excellent oral and written communications skills and the ability to work well with a variety of people.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and follow through on issues expeditiously.
- Detail-oriented.
- Flexible, willing to assist in all Council projects, and willingness to learn.

**Physical Requirements:**

- Lifting up to 20 pounds

**Personal Characteristics:**

- Able to support the mission and values of the organization.
- High degree of personal organization
- Self-motivated and able to work with minimal supervision
- Able to adapt to a changing work environment and manage a variety of different tasks
- Commitment to a collaborative team approach to organizational tasks.

**Additional Information:**

FSLA: Non-exempt

Benefits: Comprehensive benefits package

**How to apply:** Please submit a resume and cover letter to Melanie Harper, Director of Finance at [mharper@nhhc.org](mailto:mharper@nhhc.org). Applications without cover letters will not be considered. No phone calls, please.

The National Health Care for the Homeless Council is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other characteristic protected by federal, state, or local law.