



POSITION: Accounting Coordinator
REPORTS TO: Sr. Accountant
FTE: 1.0 FTE
FLSA STATUS: Non-Exempt
SALARY: \$48,000 - \$55,000
START DATE: ASAP
LOCATION: National: Remote

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

JOB SUMMARY

The Accounting Coordinator role involves a variety of tasks focused on both Accounts Payable (AP) and Accounts Receivable (AR), along with general support for the finance team. Responsibilities include processing all AP using Bill.com and MIP (accounting software), 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 Recordkeeping Responsibilities (70%)

- Daily processing of invoices in Bill.com. This includes gathering proper supporting documentation, correct coding of expenses, and obtaining appropriate approval.
- Weekly preparation of non-Bill.com transactions. This includes ensuring that all supporting documentation and payment requests are accurate, correctly coded for accounting and signed by the appropriate staff.
- Make phone calls to vendors to resolve billing issues and other related questions.
- Ensure W9s have been obtained for all vendors prior to vendor payments.
- Assist in documentation of policies and procedures around the AP cycle.

AR Recordkeeping Responsibilities (25%)

- Prepares all deposit sheets for data entry including checks, bank ACH payments and cash
- Work with the membership, event and advancement staff to ensure coding is correctly applied for all donations, registrations, memberships and sponsorships.

General Finance Duties (5%):

- Assist with the preparation for the annual audit, form 990 and preparation of annual 1099 forms
- Prepares back-up support for finance team including making copies, scanning, preparing packets and filing
- Performs other duties as assigned

Education, Experience, Skills:

- College degree in accounting, business administration or equivalent work experience.
- 2+ years experience in accounts payable/accounts receivable processing.
- Experience with Bill.com preferred
- Expert knowledge of Excel
- Intermediate knowledge of MIP or other financial systems preferred.
- Handles confidential information professionally and with discretion.
- 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 and willing to assist in all Council projects, and willingness to learn

Physical and Additional Requirements:

- Ability to operate small office equipment, such as computers and telephones.
- Must have and maintain a workspace that allows you to work remotely, including good internet connection capable of supporting internet-based video and audio for conference calls.

Personal Characteristics:

- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.
- Availability for occasional national travel.

Additional Information:

Benefits: Includes health, dental, vision, 401k, short and long-term disability, and paid time off.

How to apply:

Please submit a resume and cover letter to Melinda Graham, Director of Finance at mgraham@nhchc.org. Applications without cover letters will not be considered. No phone calls, please.

Equal Opportunity Employer: The National Health Care for the Homeless Council is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.