



BRINGING THE COMMUNITY TOGETHER TO END HOMELESSNESS

Men's Shelter of Charlotte/Urban Ministry Center

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration and resources. But when we dream big, amazing things happen. That's why, we are excited to announce that Urban Ministry Center and Men's Shelter of Charlotte have joined forces to become one organization. Our organization will continue to provide all of the services we currently offer, and as one entity will increase our impact in finding and creating permanent housing solutions for the most vulnerable members of our community. We will combine our talent, services and leadership to elevate our quest to end homelessness in the Charlotte region.

POSITION SUMMARY:

UMC/MSC is hiring an Accounting Specialist in their Finance Department. The Accounting Specialist will report to a Senior Accountant, and together they will provide/manage all accounting support for all Housing programs and four support teams – Agency Admin, Philanthropy, Engagement, and Finance. This is a full-time position.

ESSENTIAL FUNCTIONS:

- Customer Service – Provide excellent customer service to the Housing programs and four support teams; develop a strong partnership with program staff and other support staff; provide timely and accurate information; respond to request and questions in a timely manner
- Accounts Payable – Track and pay invoices in a timely manner for assigned programs/teams; provide accurate data entry and general ledger coding to appropriate programs and expense accounts; maintain account payable files; handle vendor relations, discrepancies, credit memos, etc.
- Grants Receivable – Thoroughly understand assigned grants and contract requirements; track and monitor program grant revenue and expenses to ensure we meet contract requirements and maximize funding; prepare and submit monthly reimbursement requests for grants; provide accurate data entry and general ledger coding to appropriate programs and revenue accounts; maintain grants receivable files
- Contributions & Restricted Funds – Provide accurate data entry and general ledger coding of all contributions; track donor pledges, restricted gifts, and related expenses to ensure we meet donor restrictions;
- Other – assist with special projects as needed (e.g. – year-end financial audit, grant audits, etc.)

PO Box 31335, Charlotte, NC 28231
www.urbanministrycenter.org

PO Box 36471, Charlotte, NC 28236
www.mensshelterofcharlotte.org

We are excited that Urban Ministry Center and Men's Shelter of Charlotte have officially merged. You will continue to see our identities separate or co-branded until a final identity for our new organization is rolled out late 2019.



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OTHER RESPONSIBILITIES:

1. Participates in staff training and development activities as directed.
2. Attend In-service trainings, extended Leadership and staff meetings
3. Performs other duties as directed by supervisor.

EDUCATION & CERTIFICATIONS:

Bachelor's degree preferred

EXPERIENCE AND SKILLS:

- Commitment to the organization's mission, goals and values
- Excellent organizational skills, including the ability to facilitate problem solving across teams/departments
- Strong verbal and written communication skills including the ability to foster a cooperative atmosphere across multiple programs and locations
- Experience with accounting/bookkeeping, preferably in a non-profit organization
- Experience with Blackbaud's Financial Edge accounting software
- Experience and proficiency with Microsoft Office suite, especially Excel
- Experience working in a non-profit environment
- Proven ability to work with confidential information
- Demonstrated project management skills
- Creativity and strong problem-solving skills

APPLICATIONS FOR OPEN POSITIONS:

- If you are interested in applying, submit your resume and cover letter to Resumes@MensShelterofCharlotte.org. In the subject field, please specify the position apply for.

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