



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 a Senior Accountant in their Finance Department. The Senior Accountant will provide/manage all accounting support for all Homeless Services programs and two support teams - Human Resources and Shared Services. This position will serve as a member of the Finance leadership team. This is a full-time position reporting to the Chief Financial Officer.

ESSENTIAL FUNCTIONS:

- Staff Supervision - Lead/manage a small team of Finance staff to provide the following functions.
- Customer Service – Provide excellent customer service to the Homeless Services programs and two support teams – Human Resources and Shared Services; 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 memo, etc.
- Accounts Receivable – Track and post all grant and/or tenant revenue for assigned programs; prepare and submit monthly reimbursement requests for program contracts; provide accurate data entry and general ledger coding to appropriate programs and revenue accounts; maintain account receivable files
- Payroll and benefits – Manage the payroll processing for the agency and payments related to employee benefits, including interface to Accounting system; monitor salary and benefit budgets; monitor agency overtime and adherence to labor laws

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

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

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- Other – assist with month-end closing; reconciliation of cash, bank accounts, investments, accounts payable, and accounts receivable; support year-end financial audit; develop Accounting processes and internal controls; actively participate in Finance leadership team; assist with special projects

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 required; masters preferred.
- CPA certification preferred.

EXPERIENCE AND SKILLS:

- Commitment to the organization's mission, goals and values
- Proven leader with high level of professionalism and customer service skills
- 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

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