



Mission Statement: Mercy Clinic exists to show Christ's love and compassion by providing free health care, spiritual care, and assistance in self-help to the underserved population of south Fort Worth. This ministry is guided by the actions of Jesus as described in Matthew 9:36. "When Jesus saw the crowds, he had mercy on them, because they were harassed and helpless, like sheep without a shepherd."

Mercy Clinic Finance Coordinator Position Description

Title:	Accounting Coordinator
Full or Part Time:	Part Time (20+ hours weekly)
Paid or Volunteer:	Paid – Hourly
Hourly Rate:	\$20-\$25 per hour, depending on experience (is not benefits eligible)
Reports To:	Executive Director
Supervises:	This position has no direct reports
Committees:	Works regularly with the Chief Operating Officer, Board Treasurer and Board Committees – Finance, Facilities & Development
Other Relationships:	Works with Vendors, Sponsors, and Community Partners

The Role

The Finance Coordinator of Mercy Clinic is a dedicated bookkeeper who is responsible for various accounting reports and procedures supporting the accounting and finance functions of Mercy Clinic. They Assist the Treasurer, Executive Director, and Chief Operations Officer in meeting the goals and objectives of Mercy Clinic, keeping the organization transparent, compliant, and efficient.

Areas of Expertise

Accounts Payable/Receivable
Bank and Account Reconciliations
Financial Report Preparation
Payroll processing

Tasks

- Function as Mercy's controller, ensuring compliance with policies and procedures related to financial and internal controls
- Receive and process all invoices, receipts, and statements from various vendors in cooperation with Chief Operating Officer and the Executive Director and in consultation with the Treasurer
- Utilize established guidelines for detailed data entry with established account codes and departments

- Maintain consistency in data entry for income and expense year over year
- Monitor receipt of supplies shipped to the clinic
- Serve as contact person for the vendors in the event of discrepancies or concerns
- As directed, administer Mercy's request for vendor bid processes
- Track and report on clinic funds held by financial institutions
- Maintain accurate reconciliation of all bank statements to corresponding accounts in Quick Books
- Assist in preparation of all tax and business forms such as W-9, 1099s and the annual Form 990
- In coordination with Treasurer and Executive Director, manage and prepare all financial reports, utilizing established templates for monthly Board and Staff Meetings
- Tag and monitor fixed assets
- Manage the financial aspect of all fundraising events to include registration & ticket sales, budget, revenue, expenditures, and profits
- Keep track of restricted funds, i.e., grant and capital campaign funds, in consultation with Treasurer and Executive Director
- Assist in grant proposals as requested by the Executive Director
- Administer all insurance policies and contracts

Skills and Requirements

- Proficiency with Microsoft Office software; power user with Excel
- Extensive computer accounting software skills, QuickBooks software experience strongly preferred
- Knowledge of accounting functions -- general ledger, accounts receivable, accounts payable, fixed assets, payroll, journal entries, account reconciliations, inventories, and closing
- Knowledge of fund accounting and other accounting concepts unique to non-profits
- Knowledge of Internal Revenue Service regulations as they pertain to non-profit organizations

Key Characteristics/Traits

- Accuracy, attention to detail, and meets deadlines and completes assignments in a timely manner
- Ability to multi-task and prioritize work
- Excellent communication and interpersonal skills to interface with Mercy personnel, auditors, customers, vendors, donors, etc.

Qualifications/Education

- Bachelor's degree in accounting or business or equivalent work experience
- Three to five years of experience in a non-profit accounting department
- Extensive knowledge of budgeting, reporting and analysis
- Familiarity with payroll and general ledger systems
- Bilingual in Spanish and English preferred
- Will champion Mercy Clinic's statement of faith, Mercy's HR policies, and be known as an active follower of Christ

Interested applicants should submit their resume and cover letter to mercyclinic@mercy-clinic.org with **Finance Coordinator** in the subject line. **No phone calls will be accepted.**