



Position: Accounting Specialist and Manager of Walker Services

Reports to: Executive Director

FLSA: Exempt

It's The Journey, Inc.'s mission is to support Georgians by raising money for breast health and breast cancer programs that focus on screening, diagnostics, genetic counseling and testing, support services, and research.

**Position Summary:** The Accounting Specialist is responsible for the daily accounting of It's The Journey and overseeing the accounting at all ITJ events, including, but not limited to, the annual Atlanta 2-Day Walk for Breast Cancer. This position also manages the walker participants of the 2-Day Walk by being their main point of contact throughout the year.

### ***Essential Duties and Responsibilities***

- Serves as key support for the Atlanta 2-Day Walk for Breast Cancer and other It's The Journey events
- Assists Executive Director, Volunteer Crew Directors, and other staff and volunteers as needed
- Serves as main point of contact for 2-Day Walkers; Assists as needed in communication with grantees, sponsors, volunteer crew, and board of directors
- Serves as main point of contact for fundraising platform for staff and participants
- Assists Grants Chair with grant process, reporting, scoring, and applications
- Performs bookkeeping duties including, but not limited to, managing Accounts Payable and Accounts Receivable, making deposits, and entering credit card charges
- Performs all financial reconciliations and works with board treasurer on month-end and year-end close
- Works with auditors as needed during year end audit taking place in April/May each year
- Research and solve payment discrepancies
- Works with board treasurer to implement new accounting processes as necessary for improvement and reporting
- Consistently evaluates work and determines if further steps are needed to meet business and financial expectations
- Provides general support in a variety of capacities including telephone coverage, organizing, events/meeting planning, report generation and completion of specially assigned projects
- Proactively promotes It's The Journey's mission and services within the community
- Adheres to organizational policies and procedures such as, ethics policy and other corporate governance and applicable federal, state and local laws and regulations
- Performs all other duties as assigned



### ***Experience/ Qualifications***

- Bachelor's Degree in Accounting or related field required
- Knowledge of accounting principles, practices, and procedures required
- Previous experience working with QuickBooks required
- Advanced computer skills and working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook
- Knowledge of or ability to learn fundraising software
- Extensive hands on experience working with outside clients, preferably in a non-profit organization
- Strong administrative skills, documentation skills, and detail-orientation
- A demonstrated proficiency with reporting tools and databases
- Highly organized with the ability to multi-task and prioritize responsibilities
- Flexibility to work additional hours as needed during work week and weekends
- Ability to take initiative and act proactively, follow-up and follow through on all areas of responsibility, respond quickly to requests and suggestions, anticipate organizational and client needs and plan accordingly, and multi-task when necessary
- Ability to keep files up to date and easily accessible
- Ability to complete work within appropriate timeframe in order to prevent backlog or deadline delays
- Works well independently as well as part of a team
- Highly preferred attributes include a strong client service mentality, detail orientation, a positive team-oriented attitude balanced with the ability to work independently, high energy and enthusiasm, dedication, and high standards for personal performance and perseverance
- Has a passion for It's The Journey's mission

### ***Environmental Conditions***

- Indoors in normal office environment at least seventy-five percent (75%) of the time
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions
- Responsibilities occasionally may require an adjusted work schedule with evening or weekend hours to meet deadlines or to attend evening meetings or events

### ***Physical Demands***

- Requires hand-eye coordination and manual dexterity sufficient to operate keyboard, photocopier, telephone, calculator and other such office equipment
- Mobility within the office including sitting, standing, bending and stretching
- Requires lifting papers or boxes of up to (25) pounds occasionally

**Please send all resumes and cover letters to Executive Director, Kimberly Goff, at [kgoff@2daywalk.org](mailto:kgoff@2daywalk.org).**