



15279 Alton Parkway, Suite 300

Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

Job Title: Junior Accountant

Reports To: Sr. Director of Finance

Location: Free Wheelchair Mission, Irvine CA

Status: Full Time Exempt

*Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to "Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ."*

#### Job Summary:

The Junior Accountant will be part of the Finance team supporting the organization by performing general accounting functions primarily focused on donation revenue management.

#### Responsibilities:

- Receive and enter donations into Salesforce, processing all check, credit card, and handling cash donations.
- Remote bank depositing of all donation checks received.
- Manage petty cash balance.
- Management and filing of annual state registrations.
- Ensure continued accuracy of donor records.
- Produce donor related correspondence including acknowledgements and stewardship letters.
- Verify, import, and manage data in 3<sup>rd</sup> party donation and matching gift platforms.
- Monitor online giving, fundraising pages, and recurring donations, making changes to donor profiles as requested and needed.
- Create and run, both standard and custom, donor reporting.
- Reconciliation and analysis of Salesforce donations with revenue in QuickBooks.
- Responsible for financial inputs to grant applications.
- Attend and participate in Free Wheelchair Mission staff retreats and scheduled fundraising events.
- Other miscellaneous accounting tasks.
- Strong work ethic with strict level of confidentiality and professionalism.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

#### Minimum Experience and Required Skills:

- Bachelor's degree in accounting, finance, or business administration.
- 2-3 years of accounting experience.
- QuickBooks experience a plus, but not required.
- Salesforce or similar CRM platform experience a plus, but not required.
- Intermediate to advance in Excel (Microsoft Suite).
- Strong work ethic with strict level of confidentiality and professionalism.

- Ability to prioritize multiple tasks simultaneously, problem solve, and work as part of a team.
- Self-disciplined and reliable, highly organized and detail oriented.
- Personable, gracious in manner, and service oriented.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **25** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Junior Accountant** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.