

THE RESURRECTION PROJECT

Job Description



Position Title	Voucher Specialist
Reports To	Manager, Government Relations
Organization General Description	After 29 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.
Division Purpose	The Government Relations division, operating within the Finance and Accounting department, manages all government relationships, including sourcing, compliance, reporting, and vouchering for all contracts with a public-sector agency. The Finance and Accounting department oversees TRP's operating, investment and building funds, develops cash management strategies and provides accurate and timely financial reporting to all divisions within the organization so that each division can effectively manage their respective programs. This division also prepares all financial reports needed for Vice Presidents, CFO, COO, CEO, and Board of Directors review.
General Job Description	The Voucher Specialist is primarily responsible for providing accurate and timely submission of TRP's contract and grant revenue submission requests. The Voucher Specialist is also responsible for working with other divisions, staff, and leadership to further the overall mission of the organization.
Primary Job Duties and Responsibilities	<ul style="list-style-type: none">○ Prepares and submits monthly revenue submissions for the organization for grants and contracts, using fund source format or creating one appropriate for funding source.○ Track actual spending to contract budget, including proper allocation for staff.○ Research questionable issues, including budget variances.○ Provide monthly vouchers to accounting manager and assist with A/R invoices, check requests, deposits, and adjustment entries for assigned departments as needed.○ Assist in preparation of monthly management report and accompanying schedules, worksheets and narratives including "Budget vs Actual" variance reports. Assists in providing follow-up and documentation of significant variances.○ Prepares, maintains, and reconciles accrual schedules for all accounts as assigned.○ Produce error-free accounting reports and present their results.○ Ensure compliance with relevant laws and regulations and integrity of financial data.○ Assists and analyzes financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.○ Active participation in required staff meetings and events.

THE RESURRECTION PROJECT

Job Description

Performance Measures	<ul style="list-style-type: none">-Accurate and timely preparation of monthly financial update entries for entire organization by the 10th business day of each month.-Accurate and timely monthly coding of government contract vouchers and A/R invoices.-Produce error-free accounting reports and present their results.-Ensure compliance with relevant laws and regulations and integrity of financial data.-Assists and analyzes financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.-Active participation in required staff meetings and events.
Essential Knowledge and Skills	<ul style="list-style-type: none">-Associates Degree or equivalent combination of education and experience.-Minimum three years' voucher experience with a non-profit organization preferred.-Strong analytical skills required. Well-organized and detail-oriented.-Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.-Excellent written and oral communication skills.-Knowledge of Word, Excel, MIP, Concur and iSupplier accounting programs, and the Internet preferred.
Special Working Conditions and Demands	<ul style="list-style-type: none">-Ability to meet a constant stream of deadlines.-Proven ability to work both independently and collaboratively.-Must be able to work some evenings and weekends as extended hours are required during audit time.
Position Classification	Full-time, Exempt
Statement of Equal Opportunity	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.