



15279 Alton Parkway, Suite 300

Irvine, CA 92618

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.”

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Junior Accountant who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

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 3rd 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.
- 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.
- Applicants must be currently authorized to work in the United States. No sponsorship is available for this position.
- 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.

This is not a remote position and we do not provide any relocation benefits.

No phone calls please.

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