



Title: **Cash Accountant**
Department: Thrift Store/Accounting
Location: Safe Room
Reports to: Associate Director

TO APPLY, PLEASE EMAIL YOUR RESUME TO INFO@PACSONLINE.ORG. THANK YOU!

JOB SUMMARY:

The cash accountant is a vital member of the PACS team who supports its mission to follow Christ's example to nourish the mind, body and spirit, while fostering dignity among those we serve. In particular, this position has the fiduciary responsibility to handle all cash income, prepare bank deposits, and take money to the bank. Monetary donations come in the form of cash, checks, and credit card transaction. This person is responsible for counting down the cash drawers from the Thrift Store, preparing the cash drawers for the next day's activities, completing the cash drawer reconciliation form for each day of sales, preparing the bank deposit and taking the money to the bank.

HOURLY RATE AND STATUS: \$21 per hour - Part-time 6-8 hours/week

OPEN UNTIL FILLED: Applications will be considered immediately and the position is open until filled

DUTIES AND RESPONSIBILITIES:

- Support the mission of PACS
- Count down daily cash drawers from the Thrift Store
- Complete daily cash count reconciliation form for thrift store cash drawers
- Prepare bank deposit of Thrift Store income
- Prepare deposit for Dental Clinic copays
- Prepare deposit of all checks and cash donations for any part of PACS operation
- Take deposit to the bank
- Send reports to Executive Director, Associate Director and Accountant as scheduled
- Other duties as assigned

QUALIFICATIONS:

- Minimum of high school education or GED
- Ability to use Excel and email
- Ability to count cash accurately
- Dependable in following the agreed schedule
- Accuracy in completing detailed cash reconciliation
- Trustworthy to carefully and faithfully process monies coming in

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management and strategies for prioritizing and organizing work

Skill in:

- Following and improving work area policies and procedures
- Performing work with an accurate attention to detail

Able to:

- Work independently

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed requires prolonged sitting, standing, physical exertion, carrying equipment and supplies, reaching overhead, and lifting up to 60 pounds.

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