



JOB DESCRIPTION

Accounting Specialist

Reports to Human Resources and Accounting Manager

FLSA: Nonexempt

Role: Specialist

Descriptive Summary

The Accounting Specialist provides support to the Human Resources and Accounting Manager in the areas of Accounts Receivable and Accounts Payable.

Core Functions

- Prepares weekly deposits. Maintains proper filing of deposits and back-up.
- Handles petty cash disbursements. Performs routine petty cash audits.
- Collects and reviews data for grant billing.
- Invoices clients and funders.
- Reviews customer payments for accuracy.
- Monitors aging accounts and arranges client payments.
- Processes financial agreements for enrollment into attendance-based programs.
- Enters bills for payment and credit card charges into the QuickBooks system.
- Maintains vendors in system. Maintains all AP-related filing.
- Reconciles vendor and credit card statements.
- Prepares payments for vendors.
- Prepares and compiles monthly financial reports for Accounting Manager.
- Handles client inquiries at front desk and provides back-up assistance to Reception Services Associate.

Winning Behaviors, Competencies, and Skills

- Respects the diversity of those we serve and the challenges they face.
- Establishes and maintains healthy interpersonal relationships with team members and co-workers.
- Ethical conduct.
- Time management.
- Attention to detail.
- Confidentiality.
- Organization.
- Adaptability.
- Written and verbal communication proficiency.
- Microsoft Excel.
- Customer Service.

Supervisor Responsibility

None.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, postage meter, filing cabinets, and fax machines.



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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle or feel, and reach with hands and arms.

Position Type and Expected Hours of Work

This is a three-quarter, full-time position. Typical days and hours of work are Monday through Friday 8:30 a.m. to 3 p.m. Some flexibility in hours is allowed. Must work a minimum of 27 hours each week to maintain full-time status. Hours may increase during busy accounting seasons.

Travel

No travel is expected for this position.

Required Education, Experience and Qualifications

- Two years accounting clerk experience.
- Experience with QuickBooks or similar accounting system.
- Two years Microsoft Excel experience.

Preferred Education, Experience and Qualifications

- QuickBooks certification.
- Bookkeeping or other certification.
- Associate's degree or higher.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I understand and agree to the duties and expectations of my role as outlined in this job description. I understand nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Name

Employee Signature

Date



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