



## JOB DESCRIPTION

Position Title	Program/Department	Reports to
Accounting Specialist	Administration	Director of Finance
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	07/25/2022

### POSITION SUMMARY

The accounting specialist will advance our mission to end poverty and homelessness by completing routine clerical and accounting tasks for the organization. This position supports the Director of Finance and GSM staff in day-to-day financial operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Preparing accounts payables and accounts receivables
- Managing bi-weekly payroll
- Quarterly tax reporting
- Entering financial information into appropriate software programs
- Monitoring online banking accounts daily
- Initiating ACH transactions
- Completing bank reconciliations
- Producing selected grant billings on a monthly basis
- Generating financial reports for various departments
- Resolving errors in financial reports
- Entering recurring journal entries at month end
- Filing
- Gathering new employee required paperwork for employment
- Assisting with annual audit

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Associates degree in accounting or equivalent experience
- QuickBooks and Excel knowledge
- Excellent organizational skills and detail oriented
- Good communication skills and time management

### PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Payroll experience in QuickBooks

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to move about inside the office to access file cabinets, office machinery, etc., and must be able to remain in a stationary position 80% of the time. Employee will also constantly operate office machinery such as computers, copy machines and calculators, and will frequently learn new information and communicate accurate details in person and in writing.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.