



POSITION DESCRIPTION

Position: Accounting Specialist
Program: Administration
Reports to: Controller
Status: Non-exempt
Date Prepared: 8/2017

POSITION SUMMARY:

The Accounting Specialist is responsible for payroll processing, accounts payable and general accounting duties such as journal entries and account reconciliations and other assigned accounting functions as needed. Work is completed in an accurate, detailed, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with program directors, staff, and outside service/product providers.

OBJECTIVES/ACTIVITIES:

- A. Responsible for payroll and payroll processing.
 - 1. Responsible for processing bi-weekly payroll for approximately 400 employees.
 - 2. Complete all payroll related journal entries and accounting reports as required.
 - 3. Provide reports to Program Directors including, sick/vacation accruals and overtime/double time.
 - 4. Respond to employee and managers' inquiries regarding payroll.
 - 5. Process garnishments and ensure accurate wage garnishment deductions.
 - 6. Review and reconcile payroll deductions for medical insurances.
 - 7. Understand proper taxation of employer paid benefits.
 - 8. Calculate retro earnings, termination earnings and wage increases in order to process manual payroll checks.
 - 9. Process monthly, quarterly and year end payroll reports.
 - 10. Assist with Workers Compensation Reports and Quarterly and Annual Payroll Tax Reports.

- B. Responsible for processing accounts payable.
 - 1. Review invoices for appropriate documentation.
 - 2. Print and obtain signatures on all accounts payable checks.
 - 3. Monitor vendor statements for non-payment, delayed payment or other irregularities.
 - 4. Perform reconciliation of bank accounts.
 - 5. Review and reconcile monthly rental collections.
 - 6. Provide monthly reports to Program Directors.
 - 7. May perform other accounts payable duties as assigned.

- C. Responsible for general accounting duties.
 - 1. Preparation of monthly account reconciliations.
 - 2. Prepare and submit monthly billing to funding agencies.
 - 3. Prepare and record journal entries.
 - 4. Assist with annual financial audit and other oversight audits as needed.

D. Responsible for self-development.

1. Continually learn and enhance technical and interpersonal skills.
2. Participate in both internal and external training as needed for growth and development.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires a two-year degree in accounting or related field and/or four years of payroll experience, or equivalent education and experience combination. Must have knowledge and understanding of accounting fundamentals and payroll practices. Must have knowledge and regulation of the field. Must have knowledge and recent experience with the following: computerized accounting systems, Excel spreadsheets, double-entry accounting and electronic timekeeping and payroll software experience. Experience with Great Plains Dynamics and ADP/Workforce Now is preferred. Must have a willingness to accept responsibility and perform repetitive and routine work. Good judgment, discretion and tact required handling confidential information. Provide services without ethnic or social prejudices. Must have the flexibility to work occasional overtime and able to function as a team member.

SPECIFIC SKILLS REQUIRED:

Computer data input
Time management and ability to execute multiple tasks and adhere to deadlines
Strong math ability
Teamwork skills
Oral and written communication skills
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 15 pounds
Physically able to lift boxes of files
Stand, walk, bend, stoop, kneel and sit frequently

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Controller or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with program managers, business entities, and all levels of staff. The Payroll/Accounting Clerk is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships. Tact, discretion, and resourcefulness are required at all times.

This Account Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____