

POSITION DESCRIPTION

POSITION TITLE: **Accounting Specialist**

GENERAL DUTIES: Under the direction of the Fiscal Manager, maintains financial, payroll and property in accordance with State and Federal guidelines as well as Generally Accepted Accounting Principles.

SPECIFIC DUTIES: Manages and maintains purchase order system.

Manages and maintains accounts payable, including recurring invoices, training invoices, and contract payments.

Manages and maintains participant supportive payments.

Maintains individual training accounts for participants. Reconciles accounts monthly to general ledger.

Maintains biweekly employee payroll and related tax and other withholding payments. Prepares and maintains all year end reporting requirements.

Processes employee expense reports.

Maintains tax forms, file maintenance, leave accrual system.

Assists Fiscal Manager with general ledger account reconciliations and annual budget preparation.

Prepares and maintains accounts receivable.

Responsible for contract budget compliance of subrecipients. Performs on site fiscal monitoring of subrecipients and prepares the monitoring reports.

Assists with procurement activity: compiles and documents information in accordance with company policy.

Manages and maintains property records: tags equipment; compiles information in accordance with company policy and GAAP, documents disposal and change of location, maintains database of equipment.

Assists State Monitor and independent auditors with annual audits. Prepares requested documentation as needed.

Assists Administrative Assistant with telephone duties.

REQUIRED SKILLS/
KNOWLEDGE: Knowledge and consistent application of Generally Accepted Accounting Principles

Strong computer skills, including Microsoft Excel and Word, e-mail, and accounting software applications.

Proficiency in spreadsheet applications.

Ability to input data with minimal errors.

Ability to analyze financial data and make presentations to a non-technical audience.

Knowledge of State and Federal payroll tax requirements.

Knowledge of State and Federal labor laws.

Knowledge of employee benefits.

Knowledge of purchasing procedures and principles.

Ability to compile and prepare reports as directed.

Ability to work independently with little supervision, within a team environment.

Knowledge of proper English usage, spelling and grammar.

REQUIRED
EDUCATION/
EXPERIENCE:

Associate of Arts and two years experience in Accounting/Business Management and Human Resources or an equivalent combination of education and experience.

11/12/21