



ACCOUNTING SPECIALIST I Job Description

Non-Exempt (hourly)

Pay Start: \$17.25

General Purpose of the Position: Provides financial reporting, budget preparation and monitoring, grant application support, accounts receivable process, purchasing assistance, and reviews allowability and allocation of expenditures, communicating with grant funders for all assigned grants.

Supervisor's Title: Finance Director

Supervisory Responsibility: None

Minimum Level of Education/Experience Required:

- Associate degree in accounting or a related field and minimum of 2 years' experience in contract management or accounting, or an equivalent combination of education and/or experience.
- Must be proficient in using Excel, Word, and Adobe software programs as accounting tools.

License or Certification Required: None

Essential Functions of the Job:

1. Prepares and submits monthly requests for reimbursement and other reports for assigned grants using the Agency's accounting system and the funder's online reporting systems, and troubleshoots any problems or corrections needed.
2. Learns grant rules and responsibilities (both fiscal and programmatic) to monitor Agency quality assurance and grant compliance. Make any concerns or areas for improvement known to the Finance Director as they occur.
3. Reviews purchasing requests for assigned grants and determines whether the Agency has budget approval and whether the costs are allowable before approving the expenditure in accordance with Agency financial policies.
4. Assists with grant applications, including grant budgets, developing budget projections, and entering them into any funder portal or system as required by the funder. Accurately projects all costs including personnel, fringe benefits, and administrative costs.
5. Prepares required fiscal related reports for presentation to funding sources, state/federal agencies, and Boards of Directors.
6. Processes deposits and tracks accounts receivable as directed.
7. Completes bank reconciliations and other accounting tasks as assigned.
8. Responsible for accounts receivable functions and invoice approval and tracking systems.
9. Assists with financial audit preparation activities as assigned.
10. Communicates with funders for financial questions on assigned grants.
11. Other duties as assigned.

Physical Demands:

1. Must be available to perform the essential functions of the job whenever scheduled to work.
2. Must be able to move about the office to meet with customers, vendors, contractors, and visitors, and operate common office equipment.

3. Must be able to remain in a stationary position to work on a computer to enter accounting documentation.
4. Must be able to perform mathematical calculations used in accounting practices to fulfill grant and contract requirements.
5. Must be able to pick up and hold documents and other common office items.
6. Must be able to communicate and converse with customers, coworkers, vendors, contractors, and community partners to carry out assigned accounting duties.
7. Must be able to operate a computer to record and report data, enter accounting data, and to communicate with staff, customers, volunteers, and community partners.
8. Must be able to use a telephone to communicate with customers, coworkers, and community partners.

Protective Equipment: None.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to modification to reasonably accommodate individuals with a disability.

Printed Name: _____

Signature: _____ Date: _____

Job description last reviewed: 5/9/2023 by RP; 6/12/2024 by JAW