



JOB DESCRIPTION

Job Title Accounting Specialist
Status **PART TIME**/ Non-Exempt Employee (8-12 hours weekly)
Reports To Executive Director

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Accounting Specialist is responsible for creating and maintaining all records related to the processing of all accounts receivable, payables, payroll and Simple IRA records and reports. **This position requires the individual to be present during the annual audit (May), budget process (late Sept-Oct) and year end (late Dec - early Jan).**

Essential Job Functions

- Pay supplier invoices in a timely manner. This includes ensuring they have been properly approved for payment, coded and accurately entered into the accounting software.
- Take all reasonable discounts on supplier invoices.
- Weekly verify accuracy of the cash receipts and prepare bank deposit.
- Conduct a monthly reconciliation of all bank and credit card accounts.
- Prepare all monthly reports, dashboard and the quarterly financial reports with support of contracted CPA.
- Prepare and make Simple IRA deposits each month within a week of payroll.
- Process monthly payroll with outside vendor.
- Prepare weekly financial reports for the Executive Director.
- Conduct periodic (at least monthly) reconciliations of all accounts to ensure their accuracy.
- Participate in and prepare records/reports for annual audit by outside firm.
- Maintain an orderly accounting filing system.
- Maintain the chart of accounts and the interface with the donor database.
- Request, receive and process authorizations from third party insurance agencies for eligible families on a weekly basis.
- Prepare corresponding invoices upon check out or at the end of the month, whichever occurs first. Record payments and/or write-offs.
- Working with Executive Director, set up and maintain budget. Calculate variances from the budget and report significant issues to the Executive Director.
- Working with Executive Director and Treasurer, lead Finance Committee meetings monthly.



Education and Experience – An equivalent combination of education, training and experience will be considered

- Very knowledgeable in accounting practices and procedures, especially as they relate to not-for-profit organizations with donor-based receivables.
- 3-5 years working in a not-for-profit organization in a related position is preferred.
- Associates degree in Accounting or equivalent job experience required; Bachelor's degree preferred.
- Must be experienced using QuickBooks and in general have strong computer experience.
- Strong experience with Microsoft Office and Excel.
- Ability to work collaboratively and maintain a professional demeanor while working with Directors, staff, volunteers, contractors, auditors and others.
- Excellent organizational, verbal and written communication skills; detail oriented.
- Flexible, diplomatic, trustworthy, creative, poised and maintains a supportive attitude.
- Demonstrated ability to safeguard and maintain all sensitive and confidential information e.g. wages/salaries, employment status changes, revenues, etc.
- Demonstrated ability to be a self-starter, reliable and produce accurate work per the established timelines.
- Anticipates various accounting/financial reporting needs and plans for them accordingly.
- Demonstrated ability to quickly adapt work processes to meet the needs of the organization.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, must be available to work irregular hours and occasional weekends. The noise level in the work environment is usually moderate. Ability to travel if required.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Light sedentary office work. Frequently required to sit
- Physically able to travel between RMHCAA locations and others via personal vehicle or similar.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear.
- Must be physically capable of carrying 35 lbs.