



<b>Position Title:</b>	<b>Accounting Specialist</b>
<b>Supervisory Responsibilities:</b>	<b>None</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Controller</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Date:</b>	<b>October 2023</b>

### **POSITION SUMMARY:**

The position requires a versatile individual who will learn and perform a variety of different transactional and routine bookkeeping and other accounting tasks related to accounts payable, expense tracking and billing. The individual will work under the supervision of the Controller. Must be able to function in a fast-paced environment, meet deadlines, pay extremely close attention to details, and work well under pressure. Responsibilities are both clerical and technical and may vary on a daily or weekly basis.

### **RESPONSIBILITIES:**

1. Manage the entire Accounts Payable life cycle, including invoice entry, coding, approval, and payment processing, (both check and electronic payments), and check signing.
2. Provides troubleshoot support to vendors requesting electronic payment.
3. Processes employee reimbursements.
4. Manage vendor W9s, contract agreements and create new vendor profiles in the accounting system.
5. Corporate credit card(s) program reconciliation and ensuring appropriate receipts / coding / support documentation are obtained.
6. Posts transactions to the bill payment systems (Bill.com and Docuware).
7. Ensures that each transaction is correctly inputted in the accounting systems.
8. Assists in updating chart of accounts and items list in accounting software.
9. Reviews budget allowability for each bill and credit card transaction, as coded, in order to ensure grants are not overspent in any lines and that spending is correctly allocated to each grant.
10. Allocates shared expenses based on several program budgets created for the year.
11. Reviews and reconciles vendor balances, contract coding.
12. Maintains and updates all vendor records.
13. Assists in the pulling of support for monthly invoices to granting agencies.

14. Responds quickly and effectively to employees and vendors with questions and concerns.
15. Prepares and distributes 1099s.
16. Manages and tracks occupancy and communication projections/expenses.
17. Provides general accounting support during the month end.
18. Ensures AP and expense allocation schedules are up to date.
19. Stale check review and follow-up.
20. Assists in importing program budgets into accounting software.
21. Assists other team members when assigned.
22. Adheres to all organizational policies including client confidentiality requirements and standards.
23. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identities strategic goals. Brings best self to the workplace and shares ideas and suggestions.

#### **SECONDARY RESPONSIBILITIES:**

1. Participates in organization's advocacy activities.
2. Assists Controller with closing month and year-end files, and audit preparation.
3. Assists with Accounts Receivable as needed.
4. Participates with focus and professionalism in meetings and training sessions.
5. Performs other duties as assigned, required, or needed.

#### **EDUCATION and EXPERIENCE**

- Bachelor's degree in Accounting or Business-related majors preferred but not required. Two years of work experience in related field accepted.
- Experience working in a non-profit accounting environment strongly preferred.
- Strong computer and database management skills required.
- Experience working with QuickBooks Pro, Intacct or other accounting software preferred
- Proficient in Microsoft Word and Excel.
- Experience working with Docuware Document Management System and Bill.com, a plus.

#### **SKILLS AND ABILITIES:**

- Bilingual English/Spanish a plus, but not required.
- Detail-oriented, thorough and accurate in all work, including reconciling and proofreading.
- Able to prioritize, organize multiple projects, and multi-task to meet deadlines with effective and efficient use of resources.

- Tech-savvy. Adept with computers, calculators, copier, and other office equipment.
- Learns quickly, compiles and analyzes data.
- Performs required tasks with appropriate level of technical knowledge.
- Exhibits patience, self-confidence, and ability to build rapport with others
- Demonstrates strong customer orientation and diffuses situations with minimal disruption by working cooperatively and finding common ground with others.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment in all aspects of job responsibilities.
- Thrives in a fast-paced environment whether working independently or with a team.

**WORK ENVIRONMENT:**

- Hybrid work schedule – three days required in office, two days from home
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 80% of the workday.
- The ability to lift and move up to 10lbs.