Accounting Specialist Job Description

Job Title: **Accounting Specialist**
Office: **Finance**
Reports To: **Finance Director**
FLSA Status: **Full Time Salary Exempt**
Prepared: **January 8, 2020**

SUMMARY
Assists the Finance Director and the accounting staff with a variety of accounting functions, including inventory management, general ledger account reporting, fixed assets, purchasing, accounts payable, accounts receivable, annual budget preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Complete all accounting aspects of fulfillment and inventory management.
2. Assist with monthly journals and closing entries.
3. Process miscellaneous Cash Receipts.
4. Back-up for Cash Donation Processing.
5. Source Vendors and purchase products for online store and office needs.
6. Maintain and reconcile Fixed Assets and Depreciation journal entries
7. Process Monthly Accounts Payable, Reports and Processes, including Annual 1099 reporting.
8. Process International Wire transfers.
9. Reconcile and prepare credit card statements.
10. Assist in preparation of Annual Budget worksheets and complete data entry when approved.
11. Assist in preparation of Audit Schedules for fiscal year-end completion.
12. Work in Finance room at annual conference specifically overseeing onsite cash management.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have the ability to think and follow through with details of a project from start to finish.
2. Must have the ability to work under pressure and meet deadlines.
3. Must have good interpersonal skills with the ability to effectively respond to questions from staff at all levels of the organization.
4. Must be willing to accept constant changes and have the ability to adapt to those changes with another plan.
5. Must be able to travel by air to annual conferences, be confined to small crowded spaces, i.e., elevators, and stay in accommodations at high levels.

COMPUTER APPLICATON SKILLS
Proficient use of Microsoft Office – Excel, Word, Outlook
Experience with CRM/Financial Software (Blackbaud Raisers Edge/Financial Edge preferred)
Efficient with 10-key typing and data entry
Familiarity with QuickBooks

EDUCATION AND/OR EXPERIENCE
Associates Degree in Accounting and/or minimum three years related experience – preferably in Non-Profit Accounting. General accounting experience with emphasis on General Ledger, Inventory Management, Fixed Assets, Purchasing, Banking and Accounts Payable.

LANGUAGE SKILLS
Strong written and verbal communication skills. Ability to read, analyze, and interpret contracts, general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedural manuals. Exceptional customer service skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to thoroughly analyze and research information. Excellent attention to detail and accuracy in entering financial data. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations- especially in Excel worksheets.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Washington State Driver's License (or other state driver's license) with ability to use personal vehicle for occasional job related functions.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to concentrate on a moderate level of detail while in a noisy workplace and multiple interruptions.