

Marie Detty Youth and Family Service Center, Inc.
Administrative Office
Accounting Specialist

Functional Description

Assists Fiscal Director in providing professional accounting and administrative services to the agency to include analysis of specified financial transactions and activities as well as administrative actions relating to the operating of the accounting and administrative functions of the agency.

Immediate Supervisor

Executive Director

Requirements

1. Must be 21 years old.
2. Associates degree or equivalent from two-year college or technical school desired. Minimum two years' experience and/or training; or equivalent combination of education and experience is recommended.
3. Ability to apply concepts of basic algebra and geometry.
4. Knowledge in QuickBooks software highly desired.
5. Demonstrate strong writing, verbal, and organizational skills.
6. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
7. Must have a valid driver's license and telephone.
8. Must pass FBI background investigation.
9. Ability to communicate with and advocate on behalf of the agency.
10. Ability to maintain records and confidentiality.
11. Ability to maintain a professional appearance and demeanor at all times.
12. Must be able to attend mandatory trainings and monthly staff meetings as scheduled. The Accounting Specialist is required to become certified (within 90 days) in CPR/First Aid.

Responsibilities

1. Collecting and analyzing financial information regarding various funding accounts.
2. Assist in the development of budgets for grants and agency operations.
3. Preparation of payments for invoices.
4. Submit claims for payments.
5. Prepares and maintains fiscal records and bank records to include bank reconciliations.
6. Negotiates with vendors.
7. Understand established agency policies and procedures as well as maintain established parameters standardized by federal and state funding entities.
8. Ability to communicate effectively with staff and the public, using tact and discretion.
9. Ability to solve practical problems and deal with a variety of variables concerning comments and complaints from staff and clients in a calm and professional manner.
10. Collects Purchase Requests and expedites requests.
11. Responsible for completing the required minimum number of training hours per year (24 hours/full-time; 12 hours/part-time).
12. Other duties as required by program needs.

Competencies

1. The ability to plan, organize, and monitor fiscal resources.
2. Distributes quarterly financial reports to the Executive Director that accurately reflect funding sources and expenditures of each program.

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3. Handling full cycle of accounts payable activities including audit and verify the accuracy, correctness and proper approval of vendor invoices and payment requests, vendor account and purchase order reconciliation.
4. Assists the Executive Director in the evaluation of program viability, strengths, and weakness based off established budgets.
5. Effectively provides the Fiscal Director with consultation or expert advice regarding matters that directly affect management.

The Accounting Specialist will receive training and be evaluated based on each of the above competencies. Your signature indicates you have reviewed and understand the job description.

This is a full time 40-hour per week salary position classified as exempt from the overtime provisions of the Fair Labor Standards Act. Marie Detty Youth and Family Services is an at-will employer. Employment is by mutual consent of the company and employee and either may terminate the relationship at any time, with or without cause or advance notice. This job is contingent upon funding; however, availability of funding is not a guarantee of continued employment, nor does it imply any specific terms of employment.

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date