

# JOB DESCRIPTION

**Job Title: Accounting Specialist Program:** Administration

**Supervisor:** Manager of Finance

### Status: Exempt\_\_\_\_\_ Non Exempt: \_[x] \_

### JOB SUMMARY

The Accounting Specialist (AS) provides assistance and support to the Manager of Finance in all aspects of the financial operations. Under the direction of the Manager of Finance, performs a variety of clerical and computerized accounting tasks associated with accounts receivable, accounts payable, payroll, and the general ledger including preparation and accurate processing of assigned financial transactions; to reconcile accounting records to source documents or cash transactions; to assist on monitoring budgetary accounts as assigned; acts as the primary courier for delivering deposits to the bank; performs a variety of tasks relative to assigned area of responsibility and performs other related duties as assigned.

**ESSENTIAL FUNCTIONS**

**Provide direct support to the Manager of Finance Operations in the areas of accounts receivable, accounts payable, payroll and the general ledger**

* Responsible for maintaining the accounts receivable and accounts payable portions of the agency’s computerized accounting system
* Prepares various schedules in support of the monthly and yearend financial statements.
* Provides assistance in the annual financial auditand quarterly billing audits
* Maintains and reconciliations accounts
* Prepares of financial statements

**Responsible for the processing payroll**

* Review and summarize the weekly time sheets for input to the payroll system
* Review the preview the payroll report and make adjustments as necessary prior to accepting the payroll for final processing
* Ensure that the payroll is submitted in accordance with established time frames
* Prepare manual paychecks as required
* Distribute and/or mail paychecks in accordance with established guidelines
* Process levies, garnishments, advances, and other adjustments as directed
* Respond to employee inquiries regarding paycheck amounts, tax deductions; explain relative laws, ordinances, regulations, policies and procedures

**Responsible for handling the agency’s general receipts and accounts receivable**

* Responsible for entering cash receipts into the accounting system
* Verify accuracy of daily bank deposits with amount listed on the mail log sheet.
* Handles the processing/reconciliation of scrip, credit card, and petty cash for all programs

**Responsible for the handling and monitoring of Accounts Receivable using the A/R module of the Account Mate accounting system**

* Check and verify computations, extensions, and footings for all day programs and vocational services monthly billing
* Prepare and mail/transmit monthly accounts receivable invoices
* Reconcile payments received to the amount billed making appropriate adjustments when required and entering the payments into the accounts receivable system
* Reconcile outstanding invoices/balances to the general ledger
* Ensure that accounts receivable controls are totaled monthly
* Maintain customer collections follow up on past due accounts

**Responsible for the handling and monitoring of Accounts Payable**

* Match invoices received with purchase orders or other documentation if available and code the payment to the proper general ledger account
* Prepare a weekly check run and ensure all agency bills are paid in a timely manner
* Mail/deliver checks as appropriate.
* Keep and maintain a filing system for all agency disbursements by vendor.

**Contribute to the mission and values of Arc-San Joaquin**

* Support the agency to accomplish its stated goals
* Demonstrate professional demeanor in actions, attitude, and dress
* Adhere to the policies and procedures of Arc-San Joaquin
* Maintain a variety of confidential and sensitive payrollrecords and files
* Follow proper safety protocol
* Ability to work in a collaborative and diplomatic manner with program employees, persons served, family of persons served and other professionals
* Demonstrates sensitivity to and an understanding of the diverse socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of the community we serve.

#### Education and Experience

Necessary to perform the duties of the job

* Standard: A High School diploma or equivalent and 2 years related experience
* Preferred: An Associate Degree or 4 years related experience

Related experience is defined as:

Paid accounting and payroll experience, extensive computer knowledge and be proficient in the areas of Microsoft Word, Access, payroll software (such as ADP) and Excel.

**Certification / Licensure**

A valid California Driver’s License and evidence of insurability

**Specific skills necessary to perform the key duties of the job.**

Communication skills (verbal and written), basic and technical reading, problem solving, telephone etiquette, math, weighing and/or measuring, Microsoft Office, excel, word, and PowerPoint, fax, calculator/10key, and copier

**Environmental Conditions**

Office environment; exposure to computer screens

**Physical Conditions**

Essential and other important duties may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity for reading numerical figures.

Arc San Joaquin is an at-will employer, which means your employment may be terminated **at any time** by you or Arc San Joaquin, with or without cause or advance notice.