

JOB TITLE: Accounting Specialist
DEPARTMENT: Administration
REPORTS TO: Controller
DATE: Aug 2020

JOB SUMMARY:

The Accounting Specialist assists with the day-to-day functions of the Finance Department with a focus on accounts payable.

JOB DUTIES:

Include the following and other duties may be assigned:

- Complies and sorts documents, such as invoices and checks, sustaining business transactions.
- Verifies and posts details of business transactions, such as funds received and distributed, and totals accounts to ledgers or computer spreadsheets and databases.
- Audits invoices against purchase orders, researches discrepancies. Ensures that buyer approves discrepancies for payment.
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Computes and records charges, refunds, cost of lost or damages goods, freight charges, rentals, and similar items.
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
- Reconciles bank statements.
- Monitors loans and accounts payable and receivables to ensure that payments are up to date.
- Codes data for input to financial data processing system according to company procedures.
- Prepares bank deposit, as needed.
- Review all A/P General Ledger coding for correctness and reasonableness
- Resolve all coding discrepancies prior to processing A/P transactions
- Accounts Payable invoice and credit memo processing
- Process company credit card charges and reconcile charges to the statement
- Process Payroll when the Controller or HR is out of the office
- Verify and correct vendor balance and billing errors
- Process annual 1099's
- Ensure Finance internal controls are adhered
- Assist with providing documentation for annual audits
- Prepare reports and schedules
- Reconcile AP sub-ledger to the General Ledger
- Distributed aged encumbrance reports
- Verify encumbrances are liquidated appropriately
- Monitor and prepare annual year end accruals
- Other assigned tasks

ACCOUNTABILITIES:

- Collect and research data; uses intuition and information into images.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations
- Balances team and individual responsibilities; exhibits objectivity and openness to other views; gives feedback and welcomes feedback; contributes to positive team environment; writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively.
- Follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan. Adapts to change in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values. Sets and achieves challenging goals; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.
- Always promote confidentiality of financial and other data

JOB SPECIFICATIONS:

- AA in Accounting or related field required – Bachelor's Degree Preferred
- 2-4 years A/P and A/R work experience
- Demonstrate competence in oral and written communication
- Must be organized, attentive to detail, and possess a positive, friendly and professional demeanor
- Must be flexible with changing priorities and able to communicate in a diplomatic and professional manner
- Computer skills including at least intermediate level experience with Excel and other Microsoft Office Software

DRESS CODE:

Business casual

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage, yoga pants, and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear includes flip-flops.

Casual Fridays

Blue jeans, T-shirts (without any inappropriate slogans or images), long or knee-length shorts or capri pants, and athletic shoes

***** Quality and the environment are collective responsibilities. In his or her daily activities, each employee is responsible for the achievement of ISO 9001 and 14001 standards through the improvement of our quality and environmental management systems. *****