

## Accounting Specialist

**REPORTS TO:** Accounting Manager

**FLSA STATUS:** Non-Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** No

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### **Job Summary:**

Compute rapid and accurate mathematical computations. Gather data and verify information. Establish and maintain effective working relationships with employees, other agencies, and the public. Follow instructions, both verbal and written, communicate effectively, verbally, and in writing, and research and verify information.

### **Essential Functions:**

The Accounting Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Accounting Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Accounting Specialist will demonstrate competency to perform essential functions that include:

1. Responsible for site inventory annual update and assist with recording fixed assets.
2. Prepare and track CACFP funds, and additional grants.
3. Analyze accounts receivable accounts and compare to detailed subsidy report.
4. Analyze balance sheet accounts monthly.
5. Assist with financial reporting as needed.
5. Reconcile bank accounts.
6. Review and record in-kind donations.
7. Reconcile cash analysis spreadsheet
8. Prepare journal entries and related functions (i.e. cash receipts, reoccurring monthly entries, in-kind)
9. Data entry for accounts payable
10. Serves as back up to payroll
11. Maintain confidentiality
12. Keep procedures for all duties updated in desk manual.
13. Attend meetings and training sessions as needed and requested.

### **Minimum Requirements:**

- High School Diploma or GED required. Accounting, data processing, and office procedures course work from a vocational institute or similar educational environment preferred. AA/AAS degree in Accounting or related field preferred. All education must be from an accredited institution.
- Two years' experience with; Accounts Receivable, Accounts Payable and/or Payroll, fund accounting preferred.
- Strong computer skills, word processing, spreadsheets, email and internet.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English

### **Knowledge, Skills, and Abilities:**

- Skills in operating automated accounting systems, general office equipment, performing data entry at times in a repetitive fashion, identifying/reporting discrepancies.
- Knowledge of Accounting principles, practices, PGCCS and departmental policies and procedures, methods of bookkeeping, recordkeeping, payroll, and/or accounting, office practices and procedures required.
- Ability to prioritize and management work load and deadlines.
- Sustained concentration and attention to detail and accuracy.
- Strong diagnostic and problem solving skills, particularly mathematical, bookkeeping and regulatory requirements
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 pounds, and occasionally lift and/or move up to 25 pounds and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date