

JOB DESCRIPTION
FOR
ACCOUNTING SPECIALIST

REPORTS TO: Accounting Manager

GENERAL REQUIREMENTS:

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 available to enable individuals with disabilities to perform the essential functions.

- A high school diploma and a minimum of six hours of college level accounting course work or two years of experience in an accounting field is required for this position.
- Experience in Accounts Payable process is preferred.
- Must be proficient in the use of a 10-key adding machine and have basic computer skills, including proficiency with Word and Excel
- Knowledge of computer software for an accounting system is preferred.
- Ability to plan, organize and carry out instructions.
- Ability to read and understand documents.
- Ability to write routine reports and correspondence.
- Valid Kansas driver's license and acceptable driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Positive role model for persons served and co-workers i.e. appropriate behavior in specific setting, hygiene, dress, etc. Treats others with courtesy and respect.
- Ability to work with minimal supervision.

CUSTOMER SERVICES:

- Understand and demonstrate the organization's mission, philosophy and code of ethics.
- Interact with customers professionally and respectfully at all times and respond to their needs in a dignified and timely manner.
- Answer vendor questions regarding invoices and payments.

COMMUNICATION:

- Report necessary information to supervisor in a timely manner. Use all forms of communication such as written, e-mail, reports and personal contact.
- Understand instruction from supervisor and carry out instruction with minimal supervision. Contact supervisor when clarification is needed.
- Communicate with others as needed to assure needs and wants are addressed.
- Maintain confidentiality of staff and persons served.

TEAMWORK AND COOPERATION:

- Work in a professional manner and when conflict occurs, resolve disputes professionally. If this cannot occur, then supervisor will be notified.
- Responsible for working as a team for SLI, not in just one location or department in order to provide a high quality of service and care.
- Function as a member of the team as assigned. Provide necessary related information to the team as requested.
- Perform other functions as assigned by supervisor.

POLICY AND PROCEDURE:

- Report all incidents, accidents and illnesses in a timely manner to the supervisor.
- Follow stated policy and procedure.
- Provide services in accordance with SLI corporate policy and procedure and within standards for licensing and accreditation.

PUBLIC RELATIONS:

- Follow dress code.
- Represent the organization in a professional manner when in public and dealing with parents, guardians, persons served, staff and local businesses.
- Follow SLI code of ethics.

ATTENDANCE:

- Follow assigned work schedule and attend all required trainings and meetings.
- Notify supervisor of tardiness or absences as soon as possible prior to their shift, training, or meeting.
- Time off from set schedule must be submitted to supervisor in a timely manner.
- Illness or emergency leave will be submitted when staff returns to work.
- Complete leave requests according to policy and do not abuse leave policy.

EFFICIENCY AND ORGANIZATION:

- Ensure that all invoices are paid in a timely manner.
- Maintain financial records and data in organized and orderly fashion.
- Follow up on accounts receivable under direction of supervisor.

ADAPTABILITY AND FLEXIBILITY:

- Handle stressful situations and changes with an even temperament and flexibility.
- Flexibility to learn a variety of job skills.
- Complete all paperwork and reports in a timely and detailed manner.

JOB SKILLS AND JUDGMENT:

- Verify, balance, and reconcile cash accounts for persons served who maintain a cash bag with SLI.
- Verify that policies regarding handling of cash and cash bags are followed. Alert supervisor to any potential violations of policy or possible exploitation of funds of persons served.

- Maintain and distribute petty cash and verify expenditures from the petty cash account.
- Check out and in agency charge cards and verify purchases.
- Match purchase requisition forms and invoices to bills.
- Receive bills, input payables into the computer, make payments, and keep accounts payable records.
- Preparing checks and invoices for Accounting Manager to review. Mail checks in a timely manner.
- Receive all cash or checks brought to the office and write receipts for all cash received.
- Compute fee changes for clients on an annual basis, or more often if needed.
- Enter client wages and report to Social Security monthly.
- Run client Vision cards monthly and submit report to Accounting Manager
- Open mail each day. Keep bills and checks and give rest of mail to Employee Services and Supports Coordinator for distribution.
- Apply sound judgment and make clear recommendations for solution to problems.
- Assist with SLI fundraising, Festival of Trees and other special events as needed and requested by the Special Events and Marketing Manager with approval of supervisor.

TRAININGS:

- Complete required orientation and training on a timely basis.

Accounting Specialist	
physical demands: Required to stand, talk, walk, listen; reach with hands and arms Required to sit, use hands to finger, handle or feel objects, tools or controls. Must lift and/or move up to 25 lbs.	
work environment: Moderate noise level.	
full time or part time	full time
hourly or exempt salaried	hourly
wage band	\$24,000-\$40,000
EEO-1 code	administrative
NAICS	623210
SIC	8399
SOC/OCC CODE	43-3051
Employee Signature / Date	
HR/ELT/Board Signature/Date	