



## JOB DESCRIPTION

**POSITION:** Accounting Specialist

**POSITION PURPOSE:** The Accounting Specialist assists the Controller with the agency's financial and accounting duties.

**NATURE AND SCOPE:** The Business Services Team supports and works collaboratively with Program and Fund Development staff to assure the highest quality service to families, child care providers, and the community. It is our goal to develop and sustain the services and infrastructure that most effectively support the people, mission, and goals of Child Care Resources. The Accounting Specialist assists with accounting activities and frequently interacts with both our internal and external community, focusing on meeting the individual needs of each customer.

**Department:** Business Services

**Reports to:** Controller

**FLSA Status:** Non-Exempt

**Hiring Salary Range:** 36,261 – 42,661

### RESPONSIBILITIES:

- Accounts Payable – code, input, and review supporting documentation of AP requisitions, expense and mileage reimbursements, invoices and credit card statements
- Coordinate with vendors and staff to ensure appropriate coding and compliance with all grants and contracts
- Maintain and update all accounts payable data and ensure accuracy in general ledgers
- Reconcile vendor accounts and prepare 1099's
- Assist Staff Accountant in semi-monthly payroll process, review timesheets, and prepare payroll related journal vouchers
- Prepare monthly cash deposits and reconcile receivable and prepaid accounts
- Maintain and update accounting procedures
- Maintain fixed assets and inventory GL accounts and prepare monthly depreciation entries
- Assist with the preparation of audit schedules and internal controls
- Attend Accounting, Business Services, and Agency meetings and trainings
- Other duties as assigned

**POSITION REQUIREMENTS:** Minimum requirements include at least 4 years relevant experience in both AP and Payroll; or an Associate degree in Accounting with 2 years related experience; or a Bachelor of Arts or Science degree in Accounting or Business. Additional expectations include:

- Knowledge of computer software including Microsoft Word, Excel\*, and PowerPoint

- Ability to multi-task, to model flexibility, adapts and responds to change, proactively seeks opportunities to be supportive of change.
- Strong organizational ability, including the ability to prioritize, work independently and meet deadlines, ensuring delivery of high-quality work.
- Effective external and internal customer service skills including written and verbal communications, demonstrates empathy and listening.
- Experience working with individuals from diverse backgrounds and a demonstrated commitment to diversity, cultural relevancy, and inclusion, is required
- Must be accountable and accurate with a focus on attention to detail
- Proven ability to work in a team environment
- Familiarity with Abila Fund Accounting software is preferred
- Must be able to pass the yearly credit and criminal background checks

\*Excel test will be required as part of the interview process

### CORE COMPETENCIES

- **Mission-driven:** Commitment to advancing social justice through equitable educational opportunities for all children
- **Equity mindset:** Demonstrates the values of racial equity, diversity and inclusion; fosters an inclusive environment that facilitates diversity
- **Communication:** Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
- **Adaptability:** Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission
- **Ownership and quality of work:** Manages own work, and work of teams when relevant, ensuring delivery of high-quality work
- **Decision-making:** Regularly identifies critical information needed to inform decision-making
- **Continuous improvement minded:** Identifies strategies to improve organization's impact

### Benefits:

Comprehensive medical, vision, dental, LTD, AD&D and Life Insurance, 100% employer paid for employee coverage. Additional voluntary coverage available, 401K with 3% employer match, 21 days of Paid time off (PTO), Extended Illness benefit and 9 paid holidays.

**To apply:** Please email your resume and cover letter detailing how your experience and interest is a match for this specific position to: [hr@childcare.org](mailto:hr@childcare.org). For more information on Child Care Resources, please visit our website at [www.childcare.org](http://www.childcare.org).