

Position Title: **Accounting Specialist**

Direct Supervisor: **Operations Director**

**Full-time Position**

## **I. GENERAL DESCRIPTION**

---

- A. Under the direction of the Operations Director, the Accounting Specialist will be responsible for accounting, payroll, and benefits functions critical to the staff (staff of fewer than 40) of the WRCNRV.
- 

## **II. MUTUAL RESPONSIBILITIES**

---

- A. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan. Communicate clearly and timely issues of performance with supervisor.
- B. Carry out other duties as assigned by direct supervisor or the Executive Director.
- 

## **III. JOB RESPONSIBILITIES**

---

### **A. Business and Accounting**

---

1. Maintain accurate electronic and paper documentation of accounting, payroll, and financial transactions.
  2. Understands and can effectively communicate the agency's personnel policies regarding all purchasing, payroll, and benefits sections.
  3. Process all bills and deposits through QuickBooks (QB).
  4. Process credit card and direct debit donations; submit logs to Office Manager; and submit transactions to Operations Director.
  5. Prepare QB invoices and process QB payments for grant financial receivables.
  6. Assist Operations Director with bill coding and grant allocation spreadsheets.
  7. Reconcile monthly bank accounts, submit reports to the Operations Director and monitor timely clearing of payables.
  8. Reviews all contracts and grants for understanding and knowledge of funding requirements.
  9. Maintain files of vendor W9 forms, including preparing and tracking requests for information.
  10. Maintain organized records for Certificates of Insurance for contractors and subcontractors, including preparing requests and tracking expiration dates of general liability and worker's compensations policies.
  11. Track receipt of monthly WRC employee credit card statements and verify proof of purchase receipts.
  12. Assists in the development and implementation of internal controls, procedures, and policies.
  13. Prepare business and financial related correspondence as requested.
  14. Receive deposits from Office Manager. Prepare and enter deposits into QB. Take deposits to the bank after Operations Director's review.
  15. Assists in the preparation and supervision of the audit process.
  16. Prepare and submit documents for Worker's Compensation Audit.
  17. Work with auditors and funding source monitors as needed.
-

## B. Payroll & Benefits

---

1. Process payroll for salaried and hourly employees including state and federal payroll liabilities.
  2. Responsible for complying with state and federal regulations regarding payroll and fringe benefits.
  3. Maintains payroll database by accurately entering all deductions/reductions in association with payroll and benefits.
  4. Responsible for accurate and timely preparation and payment of WRC payroll taxes.
  5. Responsible for accurate and timely preparation of WRC retirement plan.
  6. Responsible for accurate data input into the bank's positive pay system.
  7. Prepare and file quarterly and annual payroll reports.
  8. Create, track, and maintain electronic timesheets and timesheet files for WRC personnel and financial documentation.
  9. Prepare and file annual W2 and 1099 statements.
  10. Prepare and update personnel files and personnel documents as requested.
  11. Coordinate with supervisors to ensure completion and filing of onboarding paperwork for new employees.
  12. Prepares new hire employment packets.
  13. Conducts New Employee Orientation for payroll and benefits.
  14. Assists the Operations Director in the annual renewal process of all fringe benefits.
  15. Maintain an accurate tracking system for all leave accrued and used by staff.
  16. Responsible for working with Benefits Broker to set up Benefits Renewal meetings each spring.
  17. Conduct annual personnel file audits.
- 

## C. Grant Financials

---

1. Create grant reports, invoices, and other documentation as assigned.
  2. Assist Operations Director with budget documents.
- 

## IV. QUALIFICATIONS

---

- A. Bachelor's degree in Accounting, Finance, or Business Management.
  - B. Possess an advanced knowledge of Microsoft office products and preferred knowledge of Quick Books.
  - C. Exceptional organizational skills and attention to details.
  - D. Ability to provide accurate data entry and data management.
  - E. Demonstrated ability to follow instructions and work independently.
  - F. Possess excellent oral and written communication skills.
  - G. Ability to work effectively with service providers and staff to facilitate financial and human resource related needs.
  - H. Ability to deliver WRC services in a culturally sensitive manner.
  - I. Driving is an essential function of this position. Must have reliable transportation, a valid driver's license, and be insurable through the WRC's insurance policy.
-