

Position Title: **Accounting Specialist**
Direct Supervisor: Operations Director

Full-time Position

I. GENERAL DESCRIPTION

The Accounting Specialist will support accounting, payroll, and benefits functions critical to the staff of the WRC. This position is directly supervised by the Operations Director and works both independently and collaboratively towards the mission and vision of the organization.

II. MUTUAL RESPONSIBILITIES

- A. Conduct all employment related responsibilities in accordance with the Mission, Vision, and Guiding Principles of, and as directed by the policies and procedures outlined by the WRC.
 - B. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan. Communicate clearly and timely issues of performance with supervisor.
 - C. Support the community's accessibility to agency services by participating in day-to-day operations at the Administrative & Counseling Offices (1217 Grove)
 - D. Carry out other duties as assigned by direct supervisor or the Executive Director.
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III. JOB RESPONSIBILITIES

A. Business and Accounting

- 1. Maintain accurate documentation of accounting, payroll, and financial transactions, using established spreadsheets, systems, and QuickBooks (QB).
 - 2. Understand and follow the agency's personnel policies regarding all purchasing, payroll, and benefits sections.
 - 3. Process all bills and deposits through 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.
 - 8. With the Operations Director, review all contracts and grants for understanding and knowledge of funding requirements.
 - 9. Maintain accounting/finance files.
 - 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. Participate in the implementation of internal controls, procedures, and policies.
 - 12. Prepare business and financial related correspondence as requested.
 - 13. Assists in the preparation of the audit process.
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B. Payroll & Benefits

- 1. Process payroll for salaried and hourly employees.
- 2. Responsible for accurate and timely preparation and payment of WRC payroll taxes.
- 3. Responsible for accurate and timely preparation of WRC retirement plan.
- 4. Prepare and file quarterly and annual payroll reports.
- 5. Create, track, and maintain electronic timesheets and timesheet files for WRC personnel and financial documentation.

6. Prepare and file annual W2 and 1099 statements.
 7. Prepare and update personnel files and personnel documents as requested.
 8. Coordinate with supervisors to ensure completion and filing of onboarding paperwork for new employees.
 9. Prepares new hire employment packets.
 10. Conducts New Employee Orientation for payroll and benefits.
 11. Maintain an accurate tracking system for all leave accrued and used by staff.
 12. Conduct annual personnel file audits.
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C. Community and Public Relations

1. Greet visitors, direct callers to appropriate persons or places, answer telephones and ascertain the nature of business. Accept donations when delivered to the administration building.
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IV. QUALIFICATIONS

- A. Associate's degree in Business Management, Finance, or related field, with two years of related experience.
 - B. Possess an advanced knowledge of Microsoft office products, specifically comfortable with Excel, preferred knowledge of Quick Books.
 - C. Comfortable learning from written directions, ability to work independently, highly responsible.
 - D. Exceptional organizational skills and attention to details with ability to provide accurate data entry and data management.
 - E. Possess excellent oral and written communication skills.
 - F. Ability to work effectively with service providers and staff to facilitate financial and human resource related needs.
 - G. Ability to deliver WRC services in a culturally sensitive manner.
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