



Job Description

JOB TITLE: Accounting and Payroll Specialist

SCOPE: Full-Time/Hourly

SUPERVISION: This position reports to the Chief Financial Officer.

PURPOSE: This position performs a variety of accounting to assist the finance department. Duties include payroll processing, check printing, reconciling, invoicing and acting as backup for other accounting staff as needed.

MAJOR DUTIES AND RESPONSIBILITIES

- Responsible for payroll processing and partners with HR to maintain accurate payroll and employee databases.
- Act as backup to Human Resources for benefit functions.
- Aggregate supporting receipts for credit card and accounts payable transactions and assist with recording in general ledger.
- Record monthly rents for all clients. Reconcile security deposit, prepaid rent, and client aging. Work with program directors to ensure residents are paying timely.
- Prepare and input journal entries as needed and complete any related analysis.
- Assist in maintaining an orderly accounting filing system so information is easily accessible to department staff.
- Assist in the grant invoicing process, including gathering all pertinent information and submitting final requests with great attention to detail.
- Run reports and gather materials as needed to assist with annual audit and preparation of year-end tax returns
- Assist CFO and Controller with special projects, administrative tasks, and other accounting and reporting related work.
- Review and enter semi-monthly 403B contribution journal entries from Paycom reports on as needed basis.
- Compile and enter semi-monthly payroll journal entries from Paycom reports on as needed basis.
- Process accounts payable, obtain director approval, and enter all AP for payment. Print checks once weekly if Finance and Operations Assistant is unavailable.
- Communicate effectively with staff throughout the Agency and other third-party stakeholders.
- Other duties and special projects may be assigned



WORKING CONDITIONS

DOORWAYS' flexible schedule policy promotes a healthy work-life balance; assigned hours are at the discretion of the CFO. Official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. High-performing staff may arrange their schedule differently with approval from the CFO.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- High school diploma or equivalent is required. Bachelor's degree is preferred. Equivalent work experience in a related field also accepted.
- Two years of accounting or business experience is preferred.
- Must have proficient knowledge of Microsoft Office software, especially Excel, Word and Outlook.
- Applicant must be detail-orientated, a problem solver, and analytical in their thought processes.
- Not-for-profit experience is preferred but not a requirement.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Excellent writing and language skills.
- Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS

The Accounting and Payroll Specialist will do a large part of the work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Accountant will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.