



## Job Description

**JOB TITLE:** Accounting Specialist

**SCOPE:** Full-Time/Exempt

**SUPERVISION:** This position reports to the Controller.

### MAJOR DUTIES AND RESPONSIBILITIES

- Process high volume accounts payable, obtain director approval, and enter all AP for payment, including detailed allocation between grants and departments. Crosstrain with Finance and Operations Assistant to prepare weekly and first-of-the-month check runs.
- Aggregate supporting receipts for credit cards and accounts payable transactions and assist with recording in general ledger.
- Record all checks and cash receipts to appropriate accounts/entities in accounting system. Prepare bank deposit documentation and communicate any Accounts Receivable discrepancies to Controller
- Prepare and input journal entries as needed and complete any related analysis
- Gather and prepare financial information for monthly HUD reports
- 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
- Complete monthly security deposit, aging, and prepaid rent reports for each applicable program;
- Input monthly rents and work with program staff to ensure residents are paying on-schedule
- Assist CFO and Controller with special projects, administrative tasks, audit schedules, and other accounting and reporting related work as requested
- Work regularly with CFO and HR Director to complete various personnel analysis throughout the year
- Separate critical issues from inconsequential ones when problem-solving
- Communicate effectively with staff throughout the Agency and other third-party stakeholders



## **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**

- An Associates degree in accounting or business is preferred. Equivalent work experience in accounting will also be accepted.
- Two years of accounting or business experience is preferred.
- Fundamental knowledge of financial reporting cut-offs required.
- Must have proficient knowledge of Microsoft Office software, especially Excel, Word and Outlook.
- Experience with accounting software FundEZ is a plus.
- Applicant must be detail-orientated, a problem solver, and analytical in their thought processes.
- Nonprofit 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 Specialist will do a large part of his/her 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 Accounting Specialist 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.



### ***ACKNOWLEDGMENT***

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Accounting Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that because of my employment, I may be exposed to the AIDS and Hepatitis B Viruses.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

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Date

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Signature –Accountant

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.



**DOORWAYS**

HOPE LIVES HERE