

Accounting Specialist

Essential Duties & Responsibilities



1. Prepares bank deposits, scans checks by bank deposit scanner and conducts bank reconciliations.
2. Reviews, accurately codes, processes and pay invoices on a timely basis.
3. Uses Generally Accepted Accounting Principles (GAAP) in day-to-day work functions with Sage software modules: accounts payable and accounts receivable.
4. Maintains accounts payable system records.
5. Prepares and sends monthly or quarterly grant billings.
6. Obtains proper documentation and enforces procedural compliance.
7. Monitors petty cash and direct aid funds to ensure adequate levels of cash are available and to reconcile accounts.
8. Creates and utilizes spreadsheets to organize payment data.
9. Audits employee expenses to ensure compliance with agency policy before submitting payment.
10. Provides general accounting support to all departments.
11. Prepares all reconciliations and year-end work papers pertaining to accounts payable.
12. Assists in monthly financial statement and report preparations.
13. Electronically file documents in accordance with established procedures.
14. Assist in the annual audit by preparing year-end work papers pertaining to accounts payable.
15. Maintains organized filing and storage systems.
16. Assists with special projects and tasks as assigned by the Finance Director.