

Accounting & Payroll Specialist



Essential Duties & Responsibilities

1. Prepare bank deposits, scan checks using the bank deposit scanner, and complete bank reconciliations.
2. Reconcile bank accounts and credit card statements.
3. Process biweekly payroll accurately and on schedule.
4. Process and submit **403(b)** contributions as part of payroll operations.
5. Process and submit **HSA, LSA, and FSA** contributions.
6. Review, code, process, and pay invoices in a timely manner.
7. Apply **Generally Accepted Accounting Principles (GAAP)** in day-to-day work using Sage software (Accounts Payable and Accounts Receivable modules).
8. Maintain accurate and organized accounts payable records.
9. Prepare and distribute monthly or quarterly grant updates.
10. Obtain proper documentation and ensure procedural compliance across all accounting activities.
11. Monitor petty cash and direct aid funds, ensuring adequate balances and accurate reconciliations.
12. Provide general accounting support to all departments.
13. Assist in preparing monthly financial statements and related reports.
14. Electronically file documents per established procedures.
15. Assist with annual audit preparation by generating year-end work papers related to accounts payable.
16. Collaborate with the Grants Manager to ensure proper coding of all grant expenditures.
17. Monitor and track gift card receipts and disbursements.
18. Support special projects and tasks assigned by the Accounting Manager or Chief Operating Officer.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.