

## **JOB DESCRIPTION**

**TITLE:** Accounting Systems Specialist

**JOB SUMMARY:** The Accounting Systems Specialist position involves detailed recording and analysis of financial data on assigned projects and the review of financial records of projects assigned to other finance staff. Includes responsibility of purchasing procedures for agency and assisting Financial Operations Specialist on maintaining and training staff on the accounting software.

**JOB STATION:** Central Office Accounting Department

**SUPERVISED BY:** Financial Operations Supervisor

**SUPERVISES:** None

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Know and adhere to agency and all funding source regulations and procedures that pertain to the financial and property operations of programs.
2. For assigned projects:
  - a. Record all receipts and disbursements.
  - b. Assign general ledger account code to all transactions.
  - c. Maintain files for supporting documentation.
  - d. Maintain computerized general ledger accounts.
  - e. Assist in preparation of required financial report for Area Board and funding source.
  - f. Assist in the preparation of records and materials for program audits.
  - g. Prepare data for budget reviews.
  - h. Review cash receipts, disbursements, and record and reconcile bank statements of projects for which Account Clerks have primary responsibility.
  - i. Maintain current vendor files, including 1099s.
  - j. Process purchase requisitions making sure funds are available in line-item budgets.
3. Write and update procurement procedure on annual basis according to funding source guidelines.
4. Responsible for implementation of the purchasing policies and procedures used within agency.
5. Analyze fiscal records; balance sheets, and expenditures to insure costs are reasonable, necessary and allowable.
6. Assist other staff in following the agency's procurement policies and procedures.
7. Maintain computerized inventory according to funding source guidelines.
8. Assist in development of budgets for proposals and conduct periodic budget reviews in coordination with project directors.
9. Assist with financial technical assistance to project directors, and /or policy councils.
10. Assist in providing ongoing training and support to both current and new employees.

11. Keep apprised of changes, updates, and new versions of Sage software. Assist IT department with implementation of software updates.
12. Responsible for generating general ledgers, reports, check runs, etc. from accounting system. Responsible for technical support/problem solving with Financial Operations Supervisor.
13. Responsible for the entry of purchase order requisitions.
14. Process all W-2's and 1099 records for year-end submission.
15. Assist and train staff in budget entry for programs.
16. Assist in maintaining backup and backup procedures/logs of accounting system.
17. Post transactions in absence of the Financial Operation Supervisor.
18. Attend trainings as requested.
19. Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to analyze and interpret fiscal procedures and operations.
2. Ability to read and understand computerized accounting ledgers.
3. Ability to operate 10 key calculator, typewriter and personal computer.
4. Knowledge of accounting and the ability to apply knowledge to the day-to-day routine of the finance department.
5. Knowledge of agency purpose, goals, policies, and procedures.
6. Knowledge of the Privacy Act and Confidentiality Law with the ability to keep agency and participant records confidential and secure.
7. Knowledge of purchasing and inventory procedures and ability to apply procedures on a daily basis.
8. Ability to do paperwork accurately and completely.
9. Knowledge of networked computer software with accounting software applications.
10. Knowledge in multiple agency's software applications, included but not limited to Windows XP and Office Professional 2000 (Word, Excel & Access) E-Mail
11. Ability to successfully communicate with the public in person and on the phone.
12. Ability to follow written and verbal instructions.
13. Ability to work effectively with staff and organize time and work priorities effectively.
14. Good grasp of the English Language (spelling, punctuation and grammar).
15. Ability to attend worksite regularly to perform essential job functions, duties and responsibilities.

**QUALIFICATIONS REQUIRED:**

1. BS or BA a major in accounting or other related areas and one year of accounting experience.

OR

Five years of professional fiscal experience, including some inventory, property, and purchasing experience.

2. Demonstrated knowledge of computer software programs i.e., Microsoft Office Professional including Access, Word, and Excel.
3. Must have a valid Missouri Driver's License and must have daily access to a reliable and licensed automobile.
4. Residence in eight county area preferred.

**SALARY RANGE: VI      NON-EXEMPT**

Approval	Initials	Date
Executive Director		

**EQUAL OPPORTUNITY EMPLOYER**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date