

POSITION POSTING

POSITION: Accounting Specialist
REPORTS TO: Vice President Finance/Business
POSTING DATE: 08/17/2023
EXPIRATION DATE: 09/14/2023
SALARY RANGE: Negotiable

GENERAL POSITION DESCRIPTION

Under the supervision of the VP of Finance, the Accounting Specialist is primarily responsible for ensuring that the company's daily accounting functions run accurately and effectively. The Accounting Specialist will run the accounting software to process business transactions, like accounts payable, expense vouchers, cash receipts and journal entries. The position also assists the Finance Department with other assigned accounting functions, monthly reconciliations, audit work, and maintenance of payable files.

PRINCIPLE RESPONSIBILITIES

- Accurately enter and pay timely all accounts payable.
- Responsible for accurate and timely recording of revenue/cash receipts.
- Responsible for creating and filing 1099's and 1096 yearly.
- Responsible for monthly sales tax reporting, if applicable.
- Responsible for stale check follow up and reporting yearly to the State of Michigan.
- Accurately enter all vendor ACH bank information in ACH software.
- Reconcile assigned accounts monthly.
- Maintain all W-9's.
- Maintain all ACH forms.
- Ensure the accurate and timely processing of positive pay transactions.
- Review at least monthly the grant reports in the accounting software and track/reconcile the expenses with the Academy/Institute grant staff. Notify grant staff if there is a vendor in the budget that is not submitting expenses or if a vendor invoices for more than their contract amount.
- Other duties as assigned.

QUALIFICATIONS

- Three years of experience with accounts payable and accounts receivable functions.
- High school degree with associate degree in accounting or finance preferred.
- Intermediate or above knowledge of Microsoft Office, with demonstrated ability to create, design, edit and proof Excel spreadsheets and basic MS Access database.
- Experience using accounting software, Quickbooks Online preferred.
- Accuracy and attention to detail.
- Excellent communications skills, both oral and written.
- Good organizational skills and ability to work under pressure.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality of work.

If interested in this position, please submit a resume and cover letter to HR Director.

SPAULDING IS AN EQUAL OPPORTUNITY EMPLOYER