

Job Title: **Accounting Specialist**  
Immediate Supervisor: **Executive Director**  
Full/Part time: **Part-time (40-60 hours per month)**  
Regular/Temporary: **Regular**  
Location: **Jefferson City, MO**  
Employment Classification: **Hourly**

**General Summary:**

The Accounting Specialist position is responsible for timely, accurate, and GAAP compliant general ledger accounting (including oversight of accounts receivable, payable, and payroll); preparation of financial statements; provision of financial information required for billing and reports to funders and program managers, and preparation for independent audit and/or monitoring examinations.

In close collaboration with the Executive Director establish and maintain strong internal controls and ensure compliance with financial management systems, policies, and practices as required by funding agreements, including federal funds management requirements.

**Essential Functions and Duties:**

1. Update and maintain general ledger accounting records and financial reporting system utilizing QuickBooks Online
2. Maintain cost allocation system in compliance with requirements for management of federal funds, and for multiple funding streams (government contracts, grants, fundraising events, donations, sales, dues, and fees for service).
3. Maintain effective systems for tracking the use of restricted funds and expenses associated with specific programs and projects; maintain detailed records of restricted gifts and grants received, uses of restricted funds, and remaining balances of all restricted funds.
4. Perform key accounting functions including cash disbursements, cash receipts, Accounts Payable, Accounts Receivable, and Payroll and Payroll tax functions.
5. Reconcile monthly credit card statements.
6. Ensure proper coding of credit card and other purchase transactions and proper coding of all cash receipts.
7. Prepare and document accurate, timely journal entries.
8. Prepare and submit monthly/quarterly invoices to state, federal and private funders.
9. Maintain storage and retrieval documentation for readily accessible accounting records.
10. Prepare monthly financial statements.
11. Process annual 1099's.
12. Prepare financial records and documentation for independent audit, including preparation of schedules of information as requested by the independent auditor.
13. Prepare financial records and documentation for Form 990 tax returns.
14. Prepare and update cash flow projections and work closely with the Executive Director to ensure adequate availability of cash. Monitor balance of operating account.
15. Communicate with and assist program staff with the development or renewal of contracts for the purchase of professional services needed to complete programmatic activities.
16. Research and assist with development of the annual operating budget and planning process in partnership with the Executive Director.
17. Collaborate with the Executive Director to periodically review and revise internal controls and other financial management policies and procedures for board approval.
18. Revise and maintain current standard operating procedures for key functions in the agency.

### **Knowledge, Skills and Abilities**

- Must be proficient with using a computer and highly skilled using Microsoft Excel and QuickBooks
- Must have excellent organizational skills, be detail oriented, set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities
- Must have fundamental math and accounting skills necessary for calculating percentages and compiling and analyzing data
- Must demonstrate excellent soft skills, such as decision-making, critical thinking, communication, and customer relations
- Must excel in both written and verbal communications, use multiple media formats and communicate with varied audiences.
- Must be able to manage and produce multiple projects and track and report on multiple grants with overlapping deadlines.
- Must be able to pass a child abuse and criminal background screening
- Must have credit history demonstrating competent financial management
- Must be able to work extended hours when needed to meet deadlines
- Independent worker and able to function as a team player with initiative and flexibility
- Commitment to strong team environment and direct communication with coworkers
- Comfortable being in an environment where discussion about all forms of child abuse, healthy sexuality and parenting principles occur frequently

### **Education and Experience**

- Candidates should have formal education related to accounting.
- Experience working with non-profit operations is preferred.
- Experience managing grants and contracts.