

HAMPTON ROADS WORKFORCE COUNCIL - JOB DESCRIPTION

Job Title:	Accounting Specialist
Reports to:	Senior Director, Finance
General Classification:	Administration Pay Band: Specialist
Employment Status:	Part-time, Non-Exempt
Last Review:	November 8, 2022

GENERAL STATEMENT OF RESPONSIBILITIES

This is an entry level position that will provide general finance and administrative work in the processing of Accounts Payable and Accounts Receivables for the organization. Will complete journal entries, filing, data input, clerical, and reporting duties for the Finance Department. Work is performed under the direct supervision of the Accounting Manager.

ESSENTIAL JOB FUNCTIONS

- Assist with all aspects of the Accounts Payable function of the organization, including recommending, vouchering, and processing invoices and/or billings for payment.
- Responsible for data entry into the computerized accounts payable system.
- Prepare journal entries as part of routine accounting procedures or monthly closing procedures as directed and/or required by the Accounting Manager.
- Maintain records in accordance with applicable laws, regulations, and policies and procedures.
- Maintain backup documentation and records in accordance with policy. Scan, copy, email, fax records as requested.
- Maintain good working relationships with all organization vendors, sub-recipient contractors, partners, employees, and other stakeholders.
- Design, complete and maintain necessary subsidiary records, ledgers, worksheets, etc. in order to complete required or requested reports and other information.
- Assist the Accounting Manager as required or requested in the maintenance of the organizations accounts and financial or business records.
- Provide assistance with annual audit and other month/year end duties.
- Provide assistance with payroll, as needed.
- Perform related tasks as required.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Director's Vision, Mission and Values.

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REQUIRED KNOWLEDGE

Knowledge of the theory, principles, methods, and practices of accounting; knowledge of the principles of governmental accounting; knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate situations and research information.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Strong attention to detail.
- Ability to type 40WPM and experience using 10-key by touch.
- Experience using Sage accounting software is a plus.

REQUIRED ABILITIES

- Financial Management - Ability to perform general arithmetic, algebraic, and statistical applications to perform duties.
- Communication - Excellent ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Time Management - Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology.
- Understands and comfortably navigates the multi-disciplinary nature and broad reach of the public workforce development arena. Must be able to multi-task in a dynamic and ever-changing operating environment.

EDUCATION AND EXPERIENCE

High School Diploma or GED required. Associate's degree in accounting and at least two years of experience in a busy accounting or business office is preferred. Close attention to detail is required; ability to communicate specific information to others and the ability to request specific information from others is required; proficiency in Excel and Word is required.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable

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personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: _____ Date: _____

Signature: _____