



## Job Description

**JOB TITLE:** Accountant / Payroll Specialist  
**REPORTS TO:** Chief Financial Officer  
**HOURS/STATUS:** Full Time 37.5/Exempt  
**SALARY RANGE:** \$60,000 - \$70,000

### **JOB SUMMARY**

Under direction of CFO, responsible for: processing and monitoring invoices and vouchers, processing and monitoring accounts receivable; accounts payable; purchasing; monitoring and analyzing certain ledger accounts; overseeing investment accounting; processes payroll and maintains payroll records and documentation necessary to substantiate and record all payroll related activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate and process payroll including employee maintenance, review of payroll processing reports, transmittal to payroll vendor, and distribute paychecks to employees.
- Processing Employee change letters, salary letters, and other similar payroll related documents.
- Process accounts payable, including account distribution, invoice/purchase order matching, invoice clerical testing, posting to the ledger, preparing the monthly journal entry and reconciling the account.
- Monitors and analyzes investment accounts.
- Monitors the completion of monthly and annual standard and recurring journal entries.
- Maintain and review open purchase requests.
- Process customer invoices, including posting of invoices and subsequent cash receipts to supporting records, preparing monthly journal entry, and reconciling the account.
- Follow up on unpaid invoices.
- Maintain accounting records and files related to the areas of responsibility.
- Provide back-up as necessary to others in the business office.
- Other duties as assigned

### **QUALIFICATIONS**

Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement; a customer-focused attitude. Must have excellent communication skills (verbal and written); critical thinking skills, attention to details, strong organizational and prioritization skills, and the ability to effectively manage multiple tasks/projects. Must be able to demonstrate computer literacy and proven experience with Microsoft Office (Word, Excel, and PowerPoint) HRIS, and payroll systems. Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers. This position requires a high degree of confidentiality, organizational and time management skills. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation.

**EDUCATION and/or EXPERIENCE**

Minimum of a four-year college degree in accounting with five or more years of finance experience and prior experience in the not-for-profit field preferred.

**EQUAL OPPORTUNITY EMPLOYER**

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