



## Accounting Specialist Job Description

**POSITION:** Accounting Specialist  
**DEPARTMENT:** Finance  
**REPORTS TO:** Chief Financial Officer

### POSITION SUMMARY:

Perform the duties related to the booking of all aspects of Accounting for the organization. Maintain and provide financial data and information about organizational activities that assist management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for general accounting practices including journal entries, general ledger account reconciliation and bank account reconciliations.
- Track grant awards, monitor spending and assist in the preparation of reporting documents required by the donors.
- Responsible for disbursements activities ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control, credit card purchases, bank deposits and remote deposits.
- Responsible for insuring accounts receivable activities are accurate and timely. Management of Accounts Receivable aging components including billings, cash receipts application, etc.
- Responsible for activities of credit card payable account reconciliation and credit card revenue account reconciliation.
- Work with outside Auditors to assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Establish and maintain systems and controls which verify the integrity of all systems, processes and data, and enhance the Company's value.
- Participate in a wide variety of special projects and compile special reports.
- Respond to Chief Financial Officer as assigned with accurate and timely work to facilitate his/her financial needs.
- Communicate with co-workers and management, in a courteous and professional manner.
- Assist in the coordinate of the annual audit process, pulling required data/reports and liaison with external auditors and the finance committee as needed, assist in reviewing any changes necessary.

- Maintain Snap Ed Reporting, Budget Adjustments and Annual Budget submittal. Work with Programs and Snap Ed coordinator to ensure proper spending of the Budget in the fiscal year.
- Effectively communicate and present the critical financial matters to the CFO.
- Assist the CFO with creating, preparing and maintaining Accounting and Finance Policy and Procedure Guidelines.
- Prepare, (if necessary), and facilitate all required Tax Filings in a timely and accurate manner. (1099s)
- Ensure compliance with all MCFB personnel policies and procedures involving accounting practices.
- Assist in MCFB Disaster Recovery Efforts.
- Other duties as assigned

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations; uses reason even when dealing with emotional topics.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Managing Customer Focus** - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular process and performance feedback; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

**Achievement Focus** - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

## **KNOWLEDGE AND SKILLS REQUIRED:**

- Strong general ledger, accounts payable, accounts receivable, payroll, income tax and banking working knowledge.
- Strong reconciliation skills.

- Attention to detail.

**COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:**

- Spreadsheet package (Excel)
- Donor software programs
- Latest computer technology -- working connection with all of company's programs, systems and networks.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Accounting or Finance. (preferred)
- High School Diploma required.
- Must have 2 years of accounting practices, AR/AP experience.
- Non-profit experience preferred.

**TRAVEL REQUIREMENTS**

Travel: Yes If yes, up to 15% of the time

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties are performed indoors, in an office environment
- Interaction is required with other personnel, clients and other external parties.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most functions are performed while seating at a desk or standing up
- Individual shall require to stand for longer periods
- On a regular day individual might be required to lift up to 15 lbs. of weight (i.e. document files, copy paper, etc.)

**DISCLAIMER:** Montgomery County Food Bank is an Equal Opportunity Employer and employment "at will" organization. This job description does not imply or constitute an offer of employment.