



*"Established to provide support services that improve the community and encourage self-reliance."*

### Position Description

<b>TITLE</b>	<b>Accounting Specialist</b>
<b>REPORTS TO</b>	Chief Financial Officer
<b>POSITION CLASSIFICATION</b>	Regular Full-Time, Non-Exempt
	<input checked="" type="checkbox"/> Community Action <input type="checkbox"/> Ventures Cleaning
<b>POSITION SUMMARY</b>	
<p>Responsible for completion of accounting transactions in the Financial Services Section. Incumbent will perform daily accounts payable/receivable transactions, weekly payroll and prepare reports in accordance with General Acceptable Accounting Principles (GAAP), funding source guidelines, policies and procedures.</p>	
<b>SKILLS &amp; EDUCATION REQUIREMENTS</b>	
<p><b>Degree in Accounting and/or two (2) years of related experience. Individual must be able to satisfactorily perform duties and;</b></p> <ul style="list-style-type: none"> <li>• Effectively communicate both orally and in writing; have the ability to write reports and business correspondence; have the ability to effectively present information;</li> <li>• Cooperate successfully as a member of a team;</li> <li>• Possess good organizational skills, with sensitivity to details; and</li> <li>• Proficiency with computer operations, and possess skills preferably with MS Office.</li> </ul>	
<b>ADDITIONAL JOB REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Must possess a valid driver's license and have access to a personal vehicle with required liability insurance for use in business related travel.</li> <li>• Must insure efficient operations and present a professional image in conduct, attitude and attire.</li> <li>• Must be philosophically compatible with the mission of PACE.</li> </ul>	
<b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain a basic understanding of the corporation to include its programs, services and policies.</li> <li>• Prepare and submit timely, accurate and complete reports.</li> <li>• Maintain accurate accounts payable and receivable systems.</li> <li>• Create, monitor and maintain required databases and spreadsheets.</li> <li>• Process bi-weekly payroll and maintain accurate payroll records.</li> <li>• Complete monthly closeout and bank reconciliations.</li> <li>• Computes and compares data for journal entries.</li> <li>• Develop and maintain accurate record systems, ensuring proper protection and retention.</li> <li>• Insure a professional office appearance is maintained and organized for efficient operation.</li> </ul>	

- Attend all assigned training and meetings.
- Comply with company, state and federal regulations.

**PHYSICAL/MENTAL DEMANDS**

Requires sitting, standing, stooping, bending and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful. Consistent pleasant attitude is necessary with personal maturity as an important attribute. Must relate and interact with people at all levels of the company and in a culturally diverse environment.

***The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.***

*Our company reserves the right to modify job duties at any time. This document is not an employee contract.*

I may be required to undergo a drug screen, and I hereby authorize any medical professional to furnish information on me as necessary in conjunction with that screening and related considerations.

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**Signature**

\_\_\_\_\_  
**Date**

PACE is an Equal Opportunity Employer  
**Our programs and services are designed to EDUCATE, EMPOWER & IMPROVE**