



JOB TITLE: Accounting Specialist **REPORTS TO:** Financial Director

FLSA: Non-exempt Fulltime / Part Time **REVISION DATE:** May 2026

Position Summary:

The Accounting Specialist is responsible for managing accounts receivable and accounts payable processes, performing regular reconciliations, and supporting accurate financial reporting. This role requires strong attention to detail, organizational skills, and the ability to work independently while collaborating with internal teams and external partners.

Essential Job Functions:

Accounts Receivable (A/R):

- Generate and distribute customer invoices accurately and on time for Funding Sources and Production
- Apply customer payments checks and ACH to accounts
- Monitor outstanding receivables and follow up on past-due accounts
- Resolve billing discrepancies and customer inquiries
- Maintain accurate customer account records

Accounts Payable (A/P):

- Process vendor invoices, ensuring proper coding and approvals
- Prepare and process weekly check runs and ACH payments
- Maintain vendor files, W-9 documentation and Certificate of Liability Insurance
- Respond to vendor inquiries and resolve discrepancies
- Ensure compliance with internal controls and payment terms

Reconciliations & Accounting Support:

- Perform monthly reconciliations (credit card, A/R, A/P, and general ledger accounts)
- Assist with month-end and year-end close processes
- Identify and research variances or discrepancies
- Support audits and provide requested documentation
- Assist with financial reports as needed
- Assist and backup Billing Specialist duties

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT



JOB REQUIREMENTS:

- Must pass our pre-employment drug screen, physical, and TB testing.
- Valid driver’s license in good standing
- Minimum of two years’ experience in accounting and financial analysis.
- Proficiency in accounting software and Microsoft Office, with emphasis in Excel

EDUCATION:

Associate Degree in Accounting, Finance, or related field (or equivalent experience)

EXPERIENCE:

- 2+ years of experience in accounts receivable and accounts payable
- Experience with reconciliations and general ledger accounting

SKILLS:

- Strong knowledge of non-profit and for-profit accounting practices
- Excellent organizational and time-management abilities
- Ability to integrate and harmonize diversified functions
- Strong interpersonal and communication skills
- Must be able to accurately code data, research discrepancies and be knowledgeable in office procedures
- Experienced in account reconciliation, report preparation, and presenting findings
- High level of attention to detail and accuracy

SUPERVISORY RESPONSIBILITIES: No

WORKING CONDITIONS:

Works in a typical office setting.

Employee Print Name

Employee Signature

Date

Supervisor’s Signature

Date

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