



JOB DESCRIPTION

POSITION: Accounting Specialist

REPORTS TO: President

FLSA STATUS: Exempt

DATE UPDATED: 10/29/18

PURPOSE:

The Accounting Specialist is responsible for performing accounting and human resource functions that support achievement of the company's mission, vision and objectives; and compliance to all applicable laws.

KEY ACCOUNTING DUTIES AND RESPONSIBILITIES

- Oversee processing of accounts payable and receivable and ensure prompt collection of receivables
- Prepare accounting reports related to payroll
- Oversee and maintain contracts with related vendors
- Maintain an orderly and accurate financial filing system
- Maintain an accurate chart of accounts
- Work with the President and CFO to prepare monthly and annual operating budgets
- Prepare accurate monthly financial statements
- Calculate variances from the budget and report significant issues to leadership
- Supervise the recording of cash receipts and bank deposits
- Performs monthly reconciliations of bank accounts
- Monitor cash flow
- Comply with local, state and federal government reporting requirements and laws
- Tag and monitor fixed assets and equipment
- Ensure all bills and invoices are paid
- Prepare reports for the President and CFO as requested
- Maintain updated policies and ensure compliance to all policies
- Perform other related duties as assigned by leadership

KEY HUMAN RESOURCES DUTIES AND RESPONSIBILITIES

- Process Payroll in an accurate and timely manner (using an outside payroll provider)
- Ensure accurate and timely compliance with all duties related to EDD, IRS, Workers Compensation, and the Department of Labor
- Ensure timely processing of all year-end documents including but not limited to W-2's, 1099's, etc.
- Maintain employee personnel files
- Manage group benefits enrollment and administration including health, dental and life insurance, 403B program, PTO, and COBRA administration and compliance

- Manage worker's compensation administration, including accident reporting requirements and claims management
- Maintain and update Employee Handbook and Benefits Manual
- Serve as point of contact for all payroll/benefits inquiries and complaints, ensuring prompt, courteous and appropriate resolution
- Process background checks and all Department of Justice clearances, ensuring compliance with all local, state and federal laws, licenses and accreditations
- Reconcile monthly benefits statements
- Perform payroll/benefit related reconciliations to the General Ledger and other accounts
- Maintain all required insurance policies including but not limited to liability, vehicle, Workers' Compensation, etc.
- Work with brokers and vendors to solicit quotes, evaluate quotes, manage contracts and make appropriate recommendations to leadership
- Perform other related duties as assigned by leadership

KEY COMPETENCIES:

- Excellent oral and written communication skills
- Ability to give, as well as receive input
- Very good leadership skills
- Strong analytical and problem solving skills
- A self-starter who demonstrates flexibility and adaptability
- Efficiency and attention to detail
- Proven ability to work effectively in a team environment
- Excellent organizational skills
- Proficiency in Microsoft programs, especially Excel

EDUCATION/SKILLS/EXPERIENCE:

- An ideal candidate will have:
 - 3-5 years of experience in accounting
 - A bachelor's degree in accounting

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.

While performing the duties of this job, the employee is regularly required to:

- Perform typical office functions
- Reach with hands and arms, required to bend and squat.
- Specific vision abilities: close vision, distance vision, ability to adjust focus.
- Talk, hear, stand, step, walk, sit and use hands to finger, handle or feel.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.