



## Position Description

<b>Position Title:</b>	Accounting Specialist
<b>Department:</b>	Finance
<b>Reports To:</b>	Controller
<b>FLSA Status:</b>	Non-Exempt
<b>Compensation:</b>	\$17-\$21/hour

### SUMMARY

The Accounting Specialist provides support to the finance team's financial reporting for the various entities of ICCF by managing and processing invoices and maintaining important financial documentation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Ensure that invoices (including employee reimbursement requests) are approved by the appropriate party and follow up as necessary regarding invoice discrepancies and past due invoices.
- Liaise with vendors to obtain outstanding invoices and ensure that they are authorized and paid in a timely manner.
- Reconcile supplier statements with company records.
- Complete accurate and timely entry of invoices and credits in the Accounts Payable system of the correct company's set of books, general ledger account, and property by construction phase, as appropriate.
- Obtain lien waivers from necessary construction vendors.
- Process weekly vendor and intercompany checks for multiple entities and multiple bank accounts.
- Process online payments out of appropriate company bank accounts (ex: Home Depot).
- Record automatic and online payments separately from check payments.
- File invoices that have been paid by vendor and applicable ICCF entity.
- Work with ICCF cardholders to obtain credit card receipts, match to online transaction detail, secure approval of charges and properly account for expenditures of multiple entities and rental properties.
- Reconcile Accounts Payable Aging ledgers with the General Ledger control accounts.
- 1099 Reporting and maintenance of vendor W-9's and certificates of insurance.
- Provide supporting documentation for fixed asset purchases, rebate applications and grant tracking.
- Create and maintain procedural documentation for areas of responsibility.

## **SUCCESSFUL CANDIDATES WILL POSSESS:**

- A high degree of initiative, independence and tenacity; able to identify and prioritize actions towards a goal
- Outstanding organization skills
- Excellent detail orientation
- Strong oral and written communication skills
- Proficient in Microsoft Excel, Word and Adobe Acrobat
- Team player, works well in a group setting
- Adaptable
- Capable of routinely performing repetitive tasks with a high degree of accuracy
- Basic understanding of bookkeeping principles
- General awareness of relevant federal and state policies, procedures and regulations
- Previous experience/understanding of work in multiple affiliate/company environment
- Strong mathematical accuracy

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Associates' degree preferred. 2+ years of experience in accounting: Accounts payable and general ledger, basic understanding and use of GAAP. Prefer previous work experience in a finance, auditing or accounting department. Previous experience in a non-profit environment working with multiple entities a plus. Experience using Peachtree/Sage Accounting Software a plus.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**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 sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**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.

The noise level in the work environment is usually moderate.

**To apply, please send a cover letter and resume to [hr@iccf.org](mailto:hr@iccf.org).  
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