



## JOB DESCRIPTION

TITLE: Accounting Specialist

### General Summary

Under the direct supervision of the Executive Director performs accounting duties and a variety of clerical duties.

### Typical Duties

1. Performs accounting and bookkeeping duties, to include payroll, accounts receivable, accounts payable, bank reconciliations, and general ledger accounting.
2. Prepares all monthly, quarterly, and yearly payroll, financial, and operating reports.
3. Manages bank accounts.
4. Assist with human resource assignments including insurance benefits, pension plan, vacation, accruals, etc.
5. Works closely with annual financial auditor.
6. Assist with preparing yearly budgets and maintain the same.
7. Recordkeeping of Operating and Capital contracts.
8. Assist with Procurement per annual Capital contracts.
9. Provides clerical services, including typing letters, reports, memos, minutes, and filing same. Composes written communications using correct grammar and sentence structure.
10. Be proficient in Word, Excel, Outlook, and Quickbooks accounting software.
11. Works closely with the MDOT Project Manager.
12. Attends board meetings and records minutes.
13. Maintain and update webpage & social media sites.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel.*

### Employment Qualifications

Education: B.A. or B.S. degree in accounting, financial management, or related field preferred

Experience: At least two (2) years bookkeeping/clerical/office work; bondable after hire

License/Certification: None

Estimated On-The Job Training Period: One (1) year

Physical Effort Required: Limited, may involve lifting or moving objects up to 30 lbs.

*The qualifications above are guidelines; alternative qualifications may be substituted if sufficient to perform duties.*