

# Job description

Accounting Specialist

REPORTS TO: Director of Finance

REVISED: April 27, 2023

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

## Accounting Specialist duties and responsibilities

- Recording transactions such as expenses and sales revenue
- Processing payments to utilities and vendors to pay for supplies, materials and other expenses
- Handle general ledger bookkeeping where necessary
- Sending bills to customers to request payment for services or goods provided
- Reconciling accounts and making note of debits and credits that have not posted
- Generating financial reports and/or business reports as requested
- Identifying and correcting any errors that occur due to data entry
- Assisting the accounting department in daily, monthly, and annual activities
- Ability to handle multiple tasks and deadlines.
- Experience with Excel, Word and Email application
- Special projects if needed

## Qualifications for Accounting Specialist

- Bachelor degree in accounting, finance, business or related fields preferred
- Current familiarity with common database and spreadsheet tools, such as MySQL and Excel
- Ability to work collaboratively in a team setting
- Can work independently and without supervision when required
- At least 1-3 years' experience in accounting or finance.
- Understanding of accounting software systems, general ledger accounting, and establishment of internal control policies and accounting procedures.
- Effective verbal and written communicator.
- Intermediate/Advanced proficiency in Excel with the ability to learn in-depth internal software programs.