



Job Description

POSITION: Fiscal/Accounts Receivable Specialist

RESPONSIBLE TO: Director of Fiscal Services

EMPLOYMENT STATUS: Full Time

PRIMARY WORK SITE: Austinburg Road Office

GENERAL RESPONSIBILITIES:

Conduct a professional level of accounting activity with respect to the maintenance of general accounting records, preparation of financial and budgetary reports, and interpretation of information contained therein.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Maintain the General Ledgers for each Fund within the ACCAA, The Properties Corporation and also for the Ashtabula County Community Housing Development Organization (ACCHDO, Inc.).

Assist with preparing and monitoring journal entries. Prepare assigned general journal entries: corrections, set up receivables, and prepaid entries.

Prepare cash receipts journal entries and assist with bank deposits.

Understand the purchasing process and assist in any way to ensure that the process goes smoothly and accurately.

Develop, prepare and monitor state and federal financial reports for internal use and those required by the funding sources.

Perform special financial analysis work as requested by the Director of Fiscal Services.

Prepare for and assist with the Agency and program audits.

Stay current regarding payroll processes and changes in procedures and serve as primary back-up for payroll.

Assist staff when necessary regarding proper coding of expenses and federal and state policies regarding purchases.

Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions. Stay current on the rules and regulations regarding proper use of State and Federal Grant funds.

Assist in revision of Finance Procedure manual as necessary.

Attend meetings and serve on temporary committees, as requested.

Perform additional duties and assignments, as requested.

SKILLS AND QUALIFICATIONS:

Associate Degree in accounting or related field preferred and minimum of four years (full-time equivalent) relevant general accounting and financial analysis experience. Knowledge of fund accounting.

Strong computer skills, word processing, spreadsheets, email and internet.

Strong diagnostic and problem-solving skills, particularly mathematical, bookkeeping and regulatory requirements.

Ability to problem-solve and accurately reconcile general ledger accounts and perform other accounting/bookkeeping functions.

Strong organizational skills, the ability to monitor and prioritize work load and meet strict deadlines.

Ability to work independently as well as in a team environment.

Ability to communicate (verbal and written) effectively and appropriately with others.

Sustained concentration and attention to detail and accuracy.

Must be able to travel if requested. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.
