

# Lutheran Social Services

## Position Description



**Division/Department:** Administration/Finance

**Job Title:** Accounting Specialist

**Reports to (Title):** Chief Financial Officer

**Job Code:**

**FLSA Status:** Non-Exempt

**Manager (with direct reports)?**

Yes

No X

**Location:** Jacksonville

### SUMMARY

The Accounting Specialist is responsible for performing accounting procedures related to Accounts Payable and Accounts Receivables. This position has ancillary tasks associated with the assistance of budget preparations and payroll functions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain and reconcile general ledger accounts
- Maintain and reconcile cash receipts
- Assist in preparation and input of annual budget
- Assist in annual program monitoring and audits
- Assist in grant/contract invoices
- Perform all Accounts Payable functions for all companies
- Perform Accounts receivables and cash receipts for all companies
- Runs Representative Payee Checks
- Assist Financial Staff as needed
- Assists HOPWA staff in managing budgets, approving landlord standards, program integrity
- Makes copies of documentation for grants
- Other duties as assigned

### WORK EXPERIENCE & JOB RELATED SKILLS (Required/Preferred)

- Thorough experience and relevant understanding in all areas of accounting procedures
- Knowledge of General Ledger, Accounts Payable and Accounts Receivables, Bank Reconciliation
- Experience with Excel and accounting software
- Strong organizational skills required, must be able to meet heavy deadlines
- Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to employees, vendors, and clients.
- Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and percent. Ability to perform a variety of accounting functions.
- Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written and oral form.
- MAS90 and Microsoft Navision software experience preferred

# Lutheran Social Services Position Description



## EDUCATION, CERTIFICATION, LICENSURE (Required/Preferred)

- Bachelor's degree preferred or extensive accounting experience
- Non-profit accounting experience preferred

## REQUIRED JOB COMPETENCIES (*Behaviors For Effective Job Performance*)

- Adaptability
- Coordination/Collaboration
- Flexibility
- Responsibility
- Self-Management
- Quality of Work
- Timely Decision-making

WORK ENVIRONMENT/PHYSICAL DEMANDS	
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
Activity: (if more than 2+ hours per day)	<input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input checked="" type="checkbox"/> mobility <input type="checkbox"/> climbing <input type="checkbox"/> balancing <input checked="" type="checkbox"/> writing <input type="checkbox"/> crawling <input type="checkbox"/> squatting <input checked="" type="checkbox"/> bending <input checked="" type="checkbox"/> filing <input type="checkbox"/> <input type="checkbox"/> twisting
Lifting to include:	<input type="checkbox"/> up to 10lbs. <input checked="" type="checkbox"/> 11-25 lbs. <input type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> over 75 lbs. <input checked="" type="checkbox"/> pushing <input checked="" type="checkbox"/> pulling <input checked="" type="checkbox"/> carrying
Environmental Conditions:	<input type="checkbox"/> cold <input type="checkbox"/> heat <input type="checkbox"/> wet and/or humid <input type="checkbox"/> noisy <input type="checkbox"/> vibration <input type="checkbox"/> fumes <input type="checkbox"/> <input type="checkbox"/> dust <input type="checkbox"/> odors <input type="checkbox"/> mists
Sensory:	<input checked="" type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input checked="" type="checkbox"/> talking <input type="checkbox"/> tasting/smelling <input checked="" type="checkbox"/> reading distance 1-5ft. <input type="checkbox"/> reading distance 10-30ft.
Driving:	<input checked="" type="checkbox"/> incidental driver <input type="checkbox"/> regular driver
Keying:	<input type="checkbox"/> Occasionally (2-3 hours weekly) <input type="checkbox"/> Frequently (2-3 hours daily) <input checked="" type="checkbox"/> Continuously (4+ hours day)
Safety:	lists specifics: Bank deposits made off-site

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lutheran Social Services is an Equal Opportunity Employer**