Accounting Specialist

Name: TBD
Position Title: Accounting Specialist
Position Department: Finance
Position Location: Chicago
Home Subaccount: IG1200
Reports to Name and Title: Kathy Fry, Accounting Manager
Type of position: Full Time

General Position Description

Provide a variety of functional accounting and financial support services. Use initiative and an intermediate knowledge of applicable skills to complete the daily/weekly/monthly accounting operations of the association, including Accounts Payable, Accounts Receivable and general month-end close activities.

Duties and responsibilities

- Review all payment requests ensuring that appropriate approvals, back-up documentation and accurate general ledger coding is included before entering into the accounting system
- Review all corporate credit card statements to ensure they are approved, recorded and paid timely
- Maintain vendor and customer data base by ensuring all data is kept current and clean
- Prepare and process weekly disbursements for the organization
- Work closely with the Sr. Accountant to manage ACH and “positive pay” files within the bank
- Maintain an electronic centralized filing system for all disbursements - checks, ACH or wires
- Work closely with the Sr. Accountant to ensure daily cash receipts are recorded and deposited timely and accurately
- Ensure proper compliance for vendors’ W-9 forms and 1099 calendar year-end filing requirements
- Complete various reconciliations, as assigned, timely and accurately while working closely with the Sr. Accountant to ensure all necessary adjustments are posted in the financials timely
- Provide timely communications to both internal and external customers
- Contribute as a key member of the Finance Team and perform other duties as assigned

Qualifications (Education and Experience)

- Minimum 3 years of accounting operations with data entry experience required – preferably for a non-profit, association or within a small business environment
- Strong working knowledge of modular accounting software especially in AP, AR and general ledger coding for account classification is preferred
- Proficiency in Microsoft Office suite, especially in Excel, is required
- Strong attention to detail, time management, interpersonal and organizational skills are required
- Excellent written and oral communication skills with a focus on customer service is necessary
- Ability to coordinate multiple projects simultaneously while meeting deadlines is required
- A high school diploma is required. An associate degree, or greater, in Accounting is a preferred

Direct reports

None

October 2019