



Accounting Specialist Job Description / Posting

Salary: \$40,000

FLSA status: Full-Time (40 hrs/week), Exempt

Job Statement: The Accounting Specialist supports the work of the Finance Department in accordance with accounting policies and procedures. This position delivers excellent customer service. Ability to form interpersonal relationships is vital to this role. This position reports to the Director of Finance.

Performance Expectations:

- Demonstrate positive energy and enthusiasm and embraces the mission of Child Care Network.
- Perform accounting functions to support agency directors.
- Prepare bank deposits, accounts receivable journal entries, and prepare reports.
- Process accounts payables, match invoices with purchase orders and receiving, check vendor information and details, enter into accounts payable system, file receipts.
- Prepare cost and payroll allocations and journals.
- Prepare bank reconciliations and credit card reconciliations.
- Assist Director of Finance in preparation for annual audit with independent audit firm, and any other audits as required by funders.
- Attend Finance Committee meetings and takes minutes.
- Provide quality customer service to all CCN constituents, staff, and board members when answering agency phones or greeting office visitors
- Attend monthly staff meetings and annual staff retreat.
- Work closely with the Finance and Human Resources Assistant to coordinate roles/responsibilities in collaboration with the Director of Finance.
- Maintain working knowledge (after training) of all systems required to conduct the work.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Complete 16 hours of professional development annually.
- Other duties as assigned by the Director of Finance or the Executive Director.

Required Qualifications, Knowledge, Skills, and Abilities:

**Research shows that people from communities of color, women, and other marginalized groups often only apply to positions if they completely meet all qualifications. Racially/ethnically diverse individuals and women with lived experience, who may not meet all stated qualifications, are encouraged to apply.*

- Two (2) years' work experience in a related field or 60 college credits with some focus on classes in the following areas: Accounting, Business, Finance, or a related field. A combination of lived experience and education may be considered.
- Ability to timely compile facts/figures, identify and investigate issues and resolve basic matters.
- Ability to follow an appropriate course of action based on policies and procedures.
- Ability to operate a computer, calculator, phone, and other office equipment.
- Attention to detail with good organizational and efficient time management skills.
- Microsoft Office fluency – Word, Excel, Power Point, and the ability to create Excel formulas.
- Ability to communicate effectively, both orally and in writing.

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- Ability to work collaboratively in teams and also work independently in a self-directed manner.
- Demonstrated integrity and ethical standards.
- Working knowledge of basic accounting principles.
- Valid driver's license and reliable transportation

Desired Personal Characteristics:

- Trustworthy and reliable.
- Ability to build trusting relationships.
- Self-motivated, positive, and enjoys learning.
- Believes that "fun" is part of the work experience.

Interested applicants are invited to submit a cover letter and resume to:

careers@childcarenetwork.org

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