

SHASTA HEAD START CHILD DEVELOPMENT, INC

Accounting Specialist

Supervisor: Accounting Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Ensure payroll and accounts payable are processed according to agency policy and legal requirements. Account analysis, reconciliations, journal entries, accruals, allocations, compliance reporting, and utilization of payroll system report writer. Train and support Accounts Payable/Purchasing/General Ledger as necessary.

Essential Duties and Responsibilities

- Ensure payroll and accounts payable are processed as per the agency's policies & procedures and all federal and state payroll laws
- Ensure payroll, accounts payable, and general ledger entries are accurate.
- Ensure payroll taxes, 401(k), Health Savings Account, and W2's are reconciled.
- Ensure state and federal reports are filed as necessary to fully comply with state and federal law.
- Effectively utilize/train on reporting tools within payroll system to provide payroll analysis.
- Ensure timely general ledger reconciliations, accuracy of chart of accounts, budget, and all allocations.
- Ensure PC/BOD Fiscal Report is prepared in a timely manner.
- Train and support Accounts Payable/Purchasing/General Ledger as necessary.
- Perform other duties as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements
- Be honest, reliable, and dependable
- Respect and maintain rights and privacy of all staff, parents, and children
- Attend mandated trainings and meetings, and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret procedures and government regulations in fields relevant to position
- Ability to write business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff, and the general public
- Ability to use basic math skills to compute rates, ratios and percentages
- Ability to solve practical problems in reconciling account balances and invoice variances
- Ability to use MS Word, Excel, and accounting software systems with accuracy
- Ability to operate standard office equipment such as computer, copier, calculator, etc.

Education and/or Experience

Minimum

High School diploma or GED. Equivalent combination of education and related experience of at least five (5) years in a multi-purpose organization employing more than one hundred (100) individuals.

Desired

Associates Degree in Accounting, Finance, Business Administration or related field. Five (5) or more year's related experience in a multi-purpose organization employing more than one hundred (100) individuals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisor Signature

Date

Supervisor Title