

Accounting Specialist Job Description

Supervisor: Accounting Manager
Status: Full-Time, Non-Exempt
Location: Remote and In Person based in Houston, TX

POSITION OVERVIEW:

The Accounting Specialist is tasked with performing basic accounting functions such as accounts receivable, billing and collections, accounts payable, payroll processing, reconciliations and month-end close processes. Someone in this position must be organized and detail-oriented with the ability to analyze financial information and maintain complete records while adhering to the financial standards of the organization.

RESPONSIBILITIES:

- **Accounts Receivable**
 - Maintain Client billing accounts and add new client profiles as necessary.
 - Review supporting documentation for invoicing and accurately enter accounts receivable invoices into the accounting system based on Sales Force information.
 - Mail and/or email all approved invoices daily.
 - Maintain electronic files of all paid and unpaid invoices.
 - Monitor AR inbox and email invoices requested by Districts and supporting documentation.
 - Reconcile all accounts receivable payments and resolve payment, and any discrepancies as needed.
- **Accounts Payable**
 - Process invoices with appropriate dates, documentation and approvals
 - Distributes payments to vendors
 - Research and resolves accounts payable discrepancies.
 - Reviews Corporate Bank card expenses in Concur System to accurately record employee expenses.
 - Analyze prepaid expenses and record monthly expenses
 - Balance monthly general ledger accounts to accurately record cost and month end accruals. Provides AP open invoice report for financial reporting and reconciliation with general ledger
- **Deposits**
 - Daily - Enter deposits into accounting system:
 - Review and log incoming checks, EFTs, and credit card deposits and file support accordingly.
 - Maintain electronic files of deposits and supporting documentation.
 - Review and log all incoming checks, EFTs, and credit card deposits daily in conjunction with the Operations Team.
- **Collections**
 - Monthly - Reconcile the accounts receivable aging balance to the general ledger.
 - Weekly - Identify specific collection calls needed, make calls, and update call log, noting payment resolutions.
- **Reporting**
 - Daily- Reconcile purchase orders and supporting documentation Sales Force with Financial Edge transactions. Follow up on any discrepancies before invoicing. Investigate services not yet delivered.

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- Perform Sales Force reconciliation of services that have not been delivered based on executed contracts.
- Monthly
 - Enter monthly journal entries as needed.
 - Perform reconciliation between accounting system and Salesforce.
 - Reconcile deferred revenue for services not delivered.
- Produce other reports as required by management.
- **Payroll Processing**
 - Prepare and process payroll journal entries in accounting software.
 - Process W9s and prepare 1099s ensuring compliance with accounting guidelines.
 - Act as a back-up for payroll processing functions on an as needed basis.
- **Other Responsibilities**
 - Assist with annual audit schedules.
 - Mail letters to encourage electronic invoice delivery and invoice payment by direct deposit.
 - As time permits, assist with other accounting department duties

TALENTS AND COMPETENCIES:

- **Accountability & Dependability:** Able to work well in a team environment, handle multiple assignments, and meet deadlines. Takes personal responsibility for the quality and timeliness of work and achieves results with limited oversight. Maintains organization in all aspects of work.
- **Attention to Detail:** Diligently attends to details and pursues quality in accomplishing tasks.
- **Communication:** Listens to others and communicates in an effective manner.
- **Ethics & Integrity:** Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Fiscal Accountability:** Ability to analyze data and has working knowledge of accounting functions.
- **Flexibility:** Adapting to and working with a variety of situations, individuals and groups. Openness to change and process improvement.
- **Initiative:** Recognizes situations that warrant initiative and moves forward without hesitation; reasonably resolves issues, problems, or situations.
- **Interpersonal Skills:** A team player who gets along and interacts positively with coworkers and others.
- **Listening:** Attentive, understands and learns from what others say.
- **Problem Solving:** Resolves challenges and can discern when challenges need to be escalated.
- **Results Focus:** Focuses on results and desired outcomes and how best to achieve them in order to get the job done.
- **Self-Directed:** Manages own time, priorities, and resources to achieve goals and deadlines.
- **Stress Tolerance:** Maintains composure in stressful situations.
- **Teamwork:** Promotes cooperation and commitment within a team to achieve goals and deliverables.
- **Thoroughness:** Ensures that work is complete and accurate; independently follows up with others to ensure that agreements and commitments have been fulfilled.
- **Valuing Diversity:** Helps create a work environment that embraces and appreciates diversity.

QUALIFICATIONS:

- 2-5 years of General Accounting or Bookkeeping experience required.
- General Accounting, accounts receivable, accounts payable and payroll knowledge required.

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- Understanding of a general ledger and chart of accounts required.
- Associate Degree in Accounting or Bookkeeping preferred.
- Years of experience will be considered in lieu of education preferences.
- Technology
 - Financial Edge or Financial Edge NXT experience a plus; comparable accounting system experience considered
 - Demonstrated working knowledge of Microsoft office suite
 - Experience using Sales Force as a resource preferred, additional training will be provided
- Availability to work overtime as needed

TRAVEL:

Minimal local travel as required by supervisor.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Frequent - sedentary work that primarily involves sitting/standing
- Frequent - remaining in a stationary position, often standing or sitting for prolonged period
- Occasional - moving about to accomplish tasks or moving from one worksite to another
- Frequent - communicating with others to exchange information
- Occasional - repeating motions that may include the wrists, hands and/or fingers
- Frequent - assessing the accuracy, neatness and thoroughness of the work assigned

THE ORGANIZATION:

Neuhaus Education Center is a non-profit educational organization dedicated to promoting reading success for all. We provide evidence-based training and support to teachers, supply information and resources to families, and offer direct literacy services to adult learners.

At Neuhaus Education Center, we believe that a diverse team, informed by different perspectives, makes us stronger. We live our core values boldly in our approach to making a difference. Team members at Neuhaus are expected to **Act with Integrity, Serve as a Trusted Partner, Think Big and Innovate, and Grow Knowledge and Expertise.** We are committed to doing the work and challenging each other to be an organization in which everyone is respected and heard. We commit to providing genuine opportunities for all team members to thrive. We will continue to embed diversity, inclusion, belonging, and equality in everything we do

Neuhaus Education Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.