



Job Description

Job Title – Accounting Specialist

Nature of Work:

The Accounting Specialist plays a key role in the Fiscal Department by performing day-to-day accounting functions, including general journal entries, bank reconciliations, intercompany billing and maintaining grant-related financial records. The Accounting Specialist also assists with preparing reimbursement requests from property reserve accounts and ensuring accurate tracking of deposits and disbursements. This position plays a vital role in maintaining financial accuracy, supporting audit readiness, and ensuring compliance with nonprofit and affordable housing program funding requirements.

The Accounting Specialist reports directly to the Accounting Manager and must understand and adhere to the organization's policies and procedures and ensure confidentiality is maintained.

Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Community.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Speak, write, read, and understand the English language well enough to perform the essential duties of the job.
- Ability to meet deadlines.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Demonstrate critical thinking skills, along with a self-motivated and goal-oriented attitude.

Job Duties:

General Accounting

- Prepares and posts routine general journal entries.
- Supports and participates in month-end, quarter-end, and year-end closing processes.
- Completes and maintains accurate bank reconciliations for multiple accounts.
- Enters and records bank deposits promptly and accurately in the accounting system.
- Performs and supports account reconciliations and resolves discrepancies in a timely manner.
- Maintains organized and accessible financial records for audit and compliance purposes.
- Maintains accurate and up-to-date contract files for the organization.

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Intercompany & Internal Transactions

- Prepares and records intercompany billing and allocations and to ensure accurate cost-sharing across properties and programs.
- Reconciles intercompany accounts and tracks balances to maintain consistency among entities.
- Maintains detailed internal tracking logs for transparency and audit support.

Grant & Program Support

- Maintains and updates grant-related financial spreadsheets, including revenue, expense, and match tracking.
- Verifies that all grant expenditures are properly coded and comply with applicable funding source requirements.
- Prepares and assists with reimbursement requests, ensuring all required documentation is complete and accurate.
- Supports monitoring reviews and audits by compiling backup documentation.

Property & Reserve Account Support

- Prepares and submits requests for reimbursement from replacement reserves, ensuring compliance with lender and regulatory requirements.
- Maintains detailed logs of reserve account transactions and ensures proper documentation for all disbursements.
- Coordinates with property management staff for supporting documentation related to capital or replacement reserve items.

Other Duties:

Other duties as assigned by the Accounting Manager and/or the Chief Executive Officer. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

- Associate's degree in accounting, finance, or related field required; bachelor's degree preferred
- One-three years of accounting or finance experience; nonprofit or affordable housing experience strongly preferred.
- Familiarity with journal entries, reconciliations, deposits, and fund accounting.
- Experience with bank reconciliations and reserve reimbursement requests preferred.
- Knowledge of grant compliance and reporting strongly preferred.
- Strong computer skills in the Microsoft Windows environment, including Outlook, Word, and Excel, and record keeping.
- Strong attention to detail, accuracy, and organizational skills.
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communications skills; and ability to meet deadlines.

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This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment. Reliable transportation and possession of a valid driver's license are required. The employee may be required to travel throughout the day and commence the workday at different locations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time. The employee may be required to lift items up to 10 pounds.

Supervisory Responsibilities:

The Accounting Specialist does not perform any supervisory duties.

FLSA Status: Non-Exempt

Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Accounting Specialist position.

Employee

Date