

JOB DESCRIPTION

JOB TITLE: Accounts Payable & Payroll Specialist		FLSA STATUS: Non-Exempt
SUPERVISOR: Chief Financial Officer	PAY GRADE: 07	SUPERVISOR RESPONSIBILITIES: Yes

ESSENTIAL DUTIES:

1. Maintains understanding of and ensures compliance with financial policies, procedures, standards, and applicable federal, state, and local financial laws, regulations, and requirements.
2. Prepares, analyzes, and validates accounting records and financial statement/documents to assess accuracy, completeness, and conformance to reporting standards; ensures requirements are identified on Requirements Log System and deadlines are met.
3. Proposes, implements, and documents internal controls.
4. Ensures financial compliance with contractual and agreement terms and conditions.
5. Reconciles financial discrepancies and irregularities; recommends improvements.
6. Develops, maintains, and analyzes budgets; identifies and reports variances; recommends and prepares budget modifications.
7. Ensures the accurate preparation of payroll and the related federal, state, and local tax reports; prepares, distributes, and files quarterly, year-end, and other required reports.
8. Reviews and approves expenditures; ensures fund availability and allowability.
9. Prepares, reviews, approves, and posts journal entries; reviews with supervisors.
10. Ensures shared costs are processed in accordance with approved cost allocation process and procedures.
11. Ensures receipts and payables are processed and recorded accurately and on time.
12. Provides financial training and support to staff.
13. Assists with monitorings and audits.
14. Identifies risks; recommends solutions; assists with mitigation.
15. Performs the duties of fiscal staff in their absence, including the critical duties of the CFO.
16. Maintains and continuously improves job proficiency.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills.

Education and/or Experience: Bachelor's degree in accounting or business and one year accounting experience; or equivalent combination of education and experience. Nonprofit accounting experience preferred.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, PowerPoint, and accounting Software; MIP Accounting software experience preferred.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral

vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Random drug testing may be required.
- Maintains acceptable results for any required clearances.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential duties of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date