

Accounting Specialist

Job Title: Accounting Specialist
FLSA Classification: Non-Exempt
Department: Financial Department
Supervisor: Director of Finance

JOB SUMMARY:

Under the supervision of the Director of Finance, the Accounting Specialist is responsible for assisting in the accounting operations of the company, to include keeping financial records updated, preparing reports, payments to suppliers and reconciling bank statements and performing first level controls, including targeted audits.

ESSENTIAL JOB FUNCTIONS:

- Provide accounting and clerical support to the financial department.
- Type accurately, prepare and maintain accounting documents and records
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge

PREFERRED QUALIFICATONS:

- Proven accounting experience, preferably as an accounts receivable clerk or accounts payable clerk.
- Familiarity with bookkeeping and basic accounting procedures.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position, Monday thru Friday, 40 hrs. a week.

REQUIRED QUALIFICATIONS:

- Associates degree in Accounting, Business Administration or relevant certification a plus
- Ability to communicate information in a professional and confident manner
- Demonstrated ability in critical thinking, self-initiative, and self-direction
- Competency in MS Office, databases and accounting software.
- Hands-on experience with spreadsheets and financial reports.
- Accuracy and attention to detail.
- Aptitude for numbers.
- Ability to perform filing and record keeping tasks.
- Data entry and word processing skills
- Well organized.

Acknowledgment

I have read the above Accounting Specialist job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of IIH for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at IHH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IHH at any time and for any reason.

Employee Signature

Date

IHH Representative

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	12/10/2017	Revised Date	02/05/19
Reviewed Date		Discontinued Date	
Approved By and Title: QAPI Committee			