

PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE

Job Title: Accounting Specialist
Department: Finance
Reports To: Director of Finance
FLSA Status: Non-Exempt; Full-time
Approved By: Human Resources

STATEMENT OF RESPONSIBILITY FOR STAFF

At PCADV, we embrace diversity and our collective strength. We believe in creating a community where systems support all so everyone can thrive. PCADV is committed to actively growing and developing for all who serve within the organization. We are passionate about building and sustaining inclusive and equitable working and learning environments for all employees. To sustain a culture of accountability, every PCADV employee is responsible for the following behaviors and values:

- Accountability - we improve our organizational culture by engaging in healthy and constructive feedback behaviors
- Celebrate - we acknowledge and celebrate our diversity through active understanding and respect. Everyone associated with PCADV is expected to engage in allyship behaviors, make connections, challenge stereotypes, and address incidents of unconscious bias
- Engage - we engage each other by providing tools for success, get to know others, allow others to grow, recognize the efforts of others, encourage teamwork through reciprocity with acts of kindness. We center relationship building in our work as colleagues.
- Identifying challenges and problem solving - we identify gaps in communication, foster an environment of open and direct communication without repercussion, allow others to be and feel heard, define boundaries for awareness and safety and seek solutions to problems big and small.
- Discovering - we commit to process discovery by highlighting opportunities, finding information, and measuring outcomes of organizational and team goals.

POSITION SUMMARY

The Accounting Specialist supports the Director of Finance by recording general ledger transactions, reconciling bank and credit card statements and general ledger accounts, and performing monthly and annual closing procedures in an accurate, timely manner and using the accrual basis of accounting. This position plays a key role in the Accounts Payable function for PCADV, including invoice payments, vendor management and related accounting entries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares monthly journal entries
- Performs monthly bank and general ledger accounts reconciliations
- Runs monthly allocations
- Prepares supporting schedules
- Process and pay vendor invoices
- Assists with preparation of annual audit and 990 as needed
- Runs and reviews reports to ensure accuracy of general ledger accounting system

- Performs duties and tasks in accordance with GAAP and the organization's fiscal policies and procedures
- Assists with monthly calculations for grant reimbursement, analyzes results and communicates results with grant managers
- All other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting, Finance, or Business with an understanding of accounting principles OR a relevant combination of education and experience will be considered; minimum of at least 2 year experience

QUALIFICATIONS AND COMPETENCIES

Knowledge and experience with not-for-profit entity with a fund accounting system, computer systems, and data entry and preferred

COMMUNICATION SKILLS

- Excellent written and verbal communication skills are required
- Ability to communicate effectively and courteously in person and on the telephone
- Ability to write routine reports and correspondence is required

COMPUTER SKILLS

The following computer skills are required for this position:

- Hands-on experience with accounting software packages
- Proficiency in Microsoft Excel including using various functions and formulas

ACCOUNTING AND MATHEMATICAL SKILLS

- Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Working knowledge of Generally Accepted Accounting Principles (including accrual accounting)
- Strong mathematical and analytical skills

REASONING/SOCIAL/PSYCHOLOGICAL/OTHER SKILLS & ABILITIES

- Initiative and ability to work beyond instructions that include written, verbal, diagram, or schedules
- Exceptional attention to detail
- Good problem-solving skills that deal with a variety of concrete variables in situations where only limited standardization exists
- Demonstrated ability to effectively handle multiple tasks at one time
- Demonstrated ability to work under pressure, manage time, evaluate progress, and adjust activities to complete work within established time frames
- Ability to exercise independent initiative and sound judgment to identify problems and propose workable solutions

- Ability to read and interpret documents, procedure manuals, federal and state regulations, and contracts/agreements

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 frequently required to talk, listen/hear, frequently move and sit for long periods. Most tasks will require working on a computer. Specific vision abilities include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment described here is representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is able to be performed remotely, so the work environment may vary depending on the employee's preferred working conditions.