



Accounting Specialist

Position Description

Reports to: Director of Finance
Position Status: Regular, part-time, or full-time
FLSA Status: Non-Exempt
Prepared by: KNL
Revision Date: March 2023

Job Summary

The Accounting Specialist will provide a variety of financial support for the Finance Department. In addition to general clerical functions, the Accounting Specialist will assist in monitoring and reconciling the troop bank accounts, processing and maintenance of accounts payable, accounts receivable, and periodic financial reporting. The position requires a high level of attention to detail, accuracy and customer service

Essential Duties and Responsibilities

- Process, reconcile, and track troop bank accounts and assisting Accounting Manager with tracking compliance with GSUSA troop banking standards
- Assists volunteers with bank account and mobile credit card set up and maintenance
- Provides support to volunteers regarding financial information
- Provides clerical support to the Finance Department
- File maintenance and filing
- Cross trains with accounts payable and accounts receivable, including maintaining vendor files
- Assists Accounting Manager with month-end reconciliation as needed
- Process Certificate of Insurance and Additional Insurance requests as received
- Assists Accounting Manager with collection, maintenance, and recording of NSF checks and bad debts
- Assists with data entry of product sales deposits and receivables
- Assists with yearly audit requirements
- Tracks Salesforce cases for financial assistance
- Manages Property Rentals and property rental calendar for Girl Scout and Non-Girl Scout activities
- Other duties as assigned

Experience/Education

- Associates Degree in business related field, such as Accounting or Finance is preferred; two years related experience and/or training; or the equivalent combination of education and experience
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to maintain accurate records and data
- Able to multitask and meet changing deadlines
- Proven capability to maintain a high degree of confidentiality
- Self-directed and able to complete projects with limited supervision

- Working knowledge of accounting processes
- Working knowledge of Microsoft programs; proficient in Microsoft Word and Excel
- Ability to articulate a genuine passion for the Girl Scout mission and vision
- Must possess and maintain a valid Montana Driver's license
- Must possess proof of and maintain current personal auto insurance

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong mathematical skills
- Excellent judgment, with the ability to work independently, plan, organize and manage multiple projects and deadlines in a timely order in a continually changing work environment
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to operate effectively in a fluid and changing work environment
- Possesses strong conflict management and conflict resolution skills
- Excellent organizational and time management skills
- Ability to maintain accurate records and data
- Ability and willingness to learn new software

WORKING CONDITIONS

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

- Frequent sitting, standing and walking
- Use of fingers, hands and arms
- Reaching, bending, stooping
- Extended work with computer
- Close, distance and peripheral vision
- Lifting up to 25 lbs.
- Work in a modern office environment with moderate noise levels

Environmental Conditions

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

Sensory Demands

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

Mental Demands

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

Safety

GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those position(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any of all of the duties as outlined above.

I understand that GSMW reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Employee Signature/Date

Supervisor Signature/Date