



Accounting Specialist II

Position Description

Reports to: Chief Executive Officer
Position Status: Regular, Full-time
FLSA Status: Non-Exempt
Prepared by: AZK
Revision Date: August 2025

Job Summary

The Accounting Specialist II supports the Accounting Department by performing a variety of administrative and accounting tasks, including maintaining accurate financial records, performing routine bookkeeping tasks, ensuring transactions are accurately documented, and assisting with general accounting inquiries. The Accounting Specialist II assists in the preparation of financial reports, month-end, and year-end closing activities. The Accounting Specialist II is responsible for accurately entering data, tracking transactions, and verifying the accuracy of financial documents and records on a regular basis.

Essential Duties and Responsibilities

- Assists with month-end and balance sheet account reconciliations via Council's computer software
- Assists with yearly audit requirements to ensure an accurate and thorough audit. This includes preparation of fiscal year financial information and documentation, preparation of schedules for the auditors, and implementation of financial audit recommendations
- Maintains records for fund development and grant reporting, and tracks financial assistance cases
- Reconciles product sales deposits and receipts with Council software and communicates with troops and caregivers about program sweeps and outstanding balances
- Collaborate with the Accounting Specialist to support volunteers with financial information, processing, and auditing, ensuring proper management of troop bank accounts and assisting with financial reports
- Assists with collection, maintenance and recording of NSF checks/bad debt and acts as a liaison between Council and collection agency
- Provide critical staff support including delivering ad hoc reporting to staff as requested
- Maintains petty cash; processes requests and distributing funds as needed
- Monitor council bank accounts and perform bank transfers to ensure smooth cash flow and uninterrupted operations
- Organize and maintain both physical and digital accounting files with accuracy, creating SOPs as needed
- Assist with generating and mailing customer statements and invoices
- Other duties as assigned and necessary

Council

- Ensures that diversity and pluralism are embraced and incorporated into the work of the council

Supervisory Duties

(N/A)

Experience/Education

- Bachelor's Degree in accounting, finance or equivalent preferred; minimum of five or more years direct relevant work experience and/or training or the equivalent combination of education and experience, preferably in a nonprofit organization, demonstrating progressively increasing responsibility and accountability, as well as overall functional success
- Knowledge of GAAP for non-profit agencies
- Demonstrated leadership, collaborative, management, and interpersonal skills
- Demonstrated strong critical thinking skills and maintain the utmost level of character
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- 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
- Strong working knowledge of accounting processes and supportive software
- Working knowledge of Microsoft programs; proficient in Microsoft Word and Excel
- Ability to articulate a genuine passion for the Girl Scout mission and vision
- Valid driver's license required with clean driving record and proof of 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 data management and data analysis skills
- Ability to analyze data from multiple platforms
- 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

- 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.

Core Competencies

Accountability: Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions, and failures. Establishes clear responsibilities and processes for monitoring work and measuring results.

Communication: Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.

Innovation: Applies original thinking to improve processes and services.

Integrity and Trust: Widely trusted and seen as a direct, truthful individual. Able to present the truth in an appropriate and helpful manner. Keep confidences and does not misrepresent for personal gain.

Teamwork: Works with and helps others to accomplish goals.

Position Competencies

Business First Mindset: Knowledge of general business principles as well as current and possible future policies, practices, trends, and information affecting the business.

Critical Thinking: The objective analysis and evaluation of an issue in order to form a solution or path forward with all stakeholders in mind.

Financial Acumen: Comprehend and apply financial knowledge to analyze, interpret, and make decisions about financial matters. Understands the drivers of growth, profitability, cash flow, and the critical interdependencies across functions. Incorporates knowledge of financial planning for council projects.

Relational Intelligence: The ability to create and maintain high-quality relationships with others, leading to better outcomes and higher performance.

Work Quality: Able to achieve desired outcomes with a minimum of avoidable errors and problems.

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.

I have read and received a copy of this job description.

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 positions(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 or 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