



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> Accounting Specialist	
<b>Department:</b> Agency	<b>Status:</b> Full-time/Non-Exempt
<b>Pay Grade:</b> Grade 9/Non-Union	<b>Location:</b> Little Falls
<b>Position Reports to:</b> Fiscal Director	

### **Mission Statement**

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

### **Summary**

Utilizing Generally Accepted Accounting Principles (GAAP) and financial skill, the Accounting Specialist performs duties including preparing financial reports, performing account reconciliations, maintain general ledger, assists with audit preparations and other accounting duties assigned by Fiscal Director.

### **Primary Duties** - *All TCCAP staff are required to actively recruit families for agency programs.*

- Coordinating accounting functions and programs.
- Preparing financial analyses and reports.
- Preparing revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Recommend ways to reduce costs.
- Prepare documentation for External Auditors.
- Analyze financial statements for discrepancies and alert the Fiscal Director if necessary.
- Reconcile accounts monthly to ensure accurate reporting and ledger maintenance.
- Acts as back-up to Fiscal Director when unavailable or absent, including assistance with inquiries concerning financial information.
- Prepare and complete monthly, quarterly, and annual accounting reports as required including 1099's.
- Act as back-up for other department positions; assist by answering the phone and directing callers to the appropriate person, file requisitions, invoices, and purchase orders.
- Performing other accounting duties and supporting staff as required or assigned.

### **Qualifications**

- Bachelor's degree in accounting or related field.
- Three or more years of accounting experience.
- Excellent working knowledge of Microsoft Office and accounting software.
- Strong financial analysis skills
- Effective written and verbal communication skills

### **Physical Requirements**

- This position includes light to medium physical work, with occasional lifting/carrying of objects weighting up to 25 pounds.
- Hear, speak, and effectively communicate, verbally & in writing, in the English language, including following oral and written instructions.

- Sit for extended periods of time and perform work in a traditional office setting.
- Apply manual dexterity, visual acuity and ability for computer keyboarding, office equipment uses, reviewing detailed reports, information, and fine print.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

I have read and understand this description of my position.

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Employee Signature

Date