



PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

POSITION TITLE:

**SENIOR ACCOUNTING SPECIALIST
GRANTS & CONTRACTS**

POSITION DESCRIPTION

Reports to: DIRECTOR, FINANCE AND ADMINISTRATIVE SERVICES

Type of Position:

Regular Full-Time

Regular Part-Time

Temporary

Starting Salary Range: \$4,264 – \$4,616/mo.

Full Salary Range: \$4,264 - \$5,671/mo.

FLSA: Exempt Eligible

JOB SUMMARY:

Major duties includes performing accounting and bookkeeping functions such as accounts payable, accounts receivable, grants and contracts, and general ledger transactions. Audits and reconciles G/L accounts. Prepares a variety of financial reports. Tracks program budgets, prepares budget and performance reports and implements budget controls. Will also be cross trained in areas of payroll processing and monthly and quarterly payroll tax submissions and reconciliations. May support the Director, Finance and Administrative Services with organization financial statements, budgets, audits and tax preparations.

JOB FUNCTIONS:

1. Records, balances, and classifies all revenue and expenditures to proper accounts in accordance with PacMtn and regulatory procedures.
2. Prepares and audits entries and documents to ensure accuracy, propriety, proper account coding, adequate explanations, and other applicable information in accordance with federal and state regulations. Reconciles accounts and adjusts irregularities.
3. Tracks and analyzes individual grant budgets, prepares A-19 billings and maintains reconciliations with grantor records.
4. Maintains program budgets, provides budget to actual reports, analyzes for trends and identifies issues.
5. Analyzes contract budgets for accuracy and alignment with contract deliverables.
6. Coordinates the financial monitoring of programs and contracts.
7. Processes cost allocations in accordance with cost allocation plan; helps prepare annual cost allocation plan and indirect cost rates.
8. Works closely with program staff to maintain budget controls.
9. Processes accounts payable invoices, ensures proper documentation and approvals are obtained, and may review A/P entries from other financial staff.
10. Processes accounts receivable, generates invoices, tracks payments, and may review A/R entries from other financial staff.



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11. Prepares financial statements and reports as assigned by the Director of Finance & Administrative Services.
12. Tracks miscellaneous contracts, leases and sub agreements.
13. Provides back up for payroll processing, ensures accuracy and completeness of hours, allocations, wages and benefits. Reviews payroll entries from other financial staff.
14. Processes and reports annual 1099's.
15. May monitor cash and investment balances for PacMtn within established guidelines.
16. Processes monthly bank reconciliations.
17. Develops recommendations for procedural or policy changes in the accounting, payroll, inventory management and human resources administrative systems or procedures.
18. Prepares and presents training sessions for other PacMtn staff in preparing documentation or performing specific bookkeeping, payroll and human resource functions.
19. Undertakes independent projects requiring extensive research, interpretation, or auditing of statistical data.as assigned and prepares various schedules and reports for financial statements requiring the knowledge of governmental accounting principles.
20. Assists in testing computer accounting programs and making recommendations for implementation and use.
21. May provide supervisory role over other staff in fiscal department as assigned by the Director of Finance and Administrative Services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Generous knowledge and experience in full charge bookkeeping, accounts payable, accounts receivable and payroll processes.
2. Extensive experience and understanding of non-profit/governmental accounting.
3. Experience working with federal grants and producing grant reports.
4. Ability to maintain processes according to federal and state regulations.
5. Understanding of GAAP, GASB and other applicable accounting standards relating to grants management.
6. Experience with accounting software programs, preferably Abila MIP.
7. Experience analyzing and reconciling accounts and maintaining general ledgers.
8. Ability to produce various financial reports from interpreting and analyzing data.



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9. Knowledge and ability to understand, interpret, and produce financial statements.
10. Ability to understand budgets, prepare budget reports and analyze expenditures.
11. Experience or understanding of auditing programs and records.
12. Experience in federal and state tax reporting and year end reports.
13. Experience with basic human resource functions.
14. Proven experience with Microsoft Excel, Word and Outlook.
15. Attention to detail and accuracy.
16. Proven organizational and multitasking skills
17. Ability to problem solve and analyze information
18. Excellent customer service skills
19. Able to maintain high levels of confidentiality
20. Good verbal and written communication skills.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved. Minimal travel required.

MINIMUM REQUIREMENTS:

Must have at least 5 years of experience in a complex accounting role. Preferably working in non-profits or working with grants or contracts. Must have ability to complete basic job functions and understand high level accounting functions. Budget and reporting experience highly preferred.

Updated 03/28/2018