



Job Description

Job title: Accounting Specialist
Department: Finance
Reports to: Chief Financial Officer (CFO)
Revised: May 2024
FLSA Status: Exempt
Compensation: \$70,000 to \$80,000 annually, typically starting at the midpoint of \$75,000

General Description

The Accounting Specialist plays a crucial role in maintaining accurate records, which includes ensuring timely payment of invoices, precise payroll disbursement, and receipt of income. Roughly 80% of this role is dedicated towards data entry/spreadsheets.

In terms of work arrangements, there is an option for remote work after the initial 30 days of employment. The first month would necessitate daily in-office training due to the specific training requirements of the role. Subsequently, in the second month, the employee can gradually transition to one day of working from home (WFH). Following 60-90 days, approval for an additional WFH day will be considered.

We strongly encourage you to apply if you are from a marginalized or underrepresented group. Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect" candidate - if you believe this is a role that you'll be excited to work in every day, want to be a part of a culture like ours, and show aptitude to learn while doing, please apply.

Perks Unique to this Accounting Role:

- Low Stress Environment: Work with reduced stress levels for enhanced focus.
- Robust Cash Flow: Experience exceptional financial stability with well-maintained cash flow.
- Government Funding: Be confident in our financial stability with 80% government funding.
- Join us for financial security and peace of mind!

Primary Responsibilities

Responsibilities encompass a wide range of financial tasks, with a key focus on collaborating closely with the CFO. These tasks include:

- Accurate sorting and coding of invoices, with roughly 80% of this being *meticulous* data entry into accounting software (QuickBooks Enterprise)
- Execution of internal bank transfers and subsequent preparation and posting
- Creation of bank reconciliations for all bank accounts
- Diligent review of ledger statements and balance sheets to ensure accuracy
- Effective communication with staff, vendors, and funders to address changes or discrepancies
- Weekly processing of checks, account reconciliation, and statement production
- Thorough management and updates of payroll information on a bi-weekly basis to guarantee precise compensation for all employees
- Timely response to inquiries from government and other agencies regarding employee payroll
- Maintenance of records related to employee vacation, sick leave, 401k, medical, dental, and vision benefits
- Assist in financial monitoring and audits to ensure compliance and accuracy
- Careful oversight and management of Petty Cash
- Regular preparation of monthly journal entries to maintain accurate financial records

We Need Someone Who Is/Has:

- 2+ years of general day-to-day accounting experience required
- Proficient in QuickBooks Enterprise and/or similar accounting software required
- Excellent proficiency in Microsoft Excel required
- Typing speed and accuracy of 50+ words per minute (WPM) and 10 Key speeds of 8,000 Keystrokes Per Hour (KPH)
- Legible handwriting skills and documentation knowledge
- Well-organized, self-directed, and highly motivated
- Clear and concise communication skills
- Results-oriented problem solver
- Proficient to excellent computer skills in Google Workplace and Microsoft Office
- Must be able to read, speak, and write English fluently, bilingual preferred

Nice to Have:

- Four Year College Degree preferred
- Construction accounting or general construction background strongly desired

- Government contract compliance experience preferred
- Interest in working in the nonprofit sector a plus
- Bilingual or Multilingual language skills highly desirable (Mandarin, Cantonese, Spanish)

Physical Demands

- Regular sitting and standing
- Finger dexterity for typing, computer use, money handling, and repetitive motions.
- Occasional physical tasks like kneeling, bending, pulling, reaching, lifting (up to 10 lbs)
- Required vision abilities: close vision, distance vision, and focus adjustment

Work Environment

- The work is performed indoors which is temperature controlled
- The noise level is normally quiet

General Competencies

Interpersonal

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer

Organizational

- Provide outstanding customer service to all internal and external customers
- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards
- Adhere to company policy and procedure; support Spectrum's goals and values

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other

job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.