

## **Community Action Partnership of Cambria County**

### **Accounting Specialist (Non-Exempt)**

Reports to: CFO  
Classification Group: G  
Date: July 27, 2022

Department: Business Office

#### **JOB SUMMARY:**

1. The duties and responsibilities of the Accounting Specialist are to perform routine accounting and clerical functions.
2. This position is supervised directly by the Chief Fiscal Officer of Community Action Partnership of Cambria County.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Performs accounting and clerical functions as directed by the Chief Fiscal Officer.
2. Develops a working knowledge of the Agency computerized accounting system.
3. Codes all invoices with appropriate program and expense account numbers and then places them in appropriate files for payment.
4. Prepares computerized and manual accounts payable checks for all Accounts Payable Vouchers selected to be paid by the CFO.
5. Maintains regular contact with all vendors to ensure accurate and timely payment of bills.
6. Performs automated postings of accounting entries to the General Ledger and prints reports.
7. Develops work papers for specific projects.
8. Completes automated Purchase Orders and files with appropriate invoices.
9. Assists with the routine functions of postage, filing and duplicating.
10. Maintains a cash receipts journal for all items in and out of fiscal department.
11. Tracks A/P Checks by category for each grant as assigned.
12. Daily review of programmatic bank balances.
13. Maintains A/P paid invoice Master Vendor File and check number reference file.
14. Performs other reasonable related duties as assigned by your immediate supervisor.

#### **ADDITIONAL RESPONSIBILITIES**

1. Attends evening meetings as required.
2. Participates in required job-related training.
3. Travels overnight as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Working knowledge of computers, including MS Word, Excel, Outlook and other related programs.
2. Familiarity with bookkeeping and basic accounting procedures.
3. Accuracy and attention to detail.
4. Proficient oral and written communication skills.
5. Maintain an understanding of requirements and procedures of all Community Action Partnership of Cambria County's funding sources.

## **MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:**

1. Associate degree in accounting or related field. **(PREFERRED)**
2. Experience of 2-5 years in business office. **(REQUIRED)**
3. Must be bondable. **(REQUIRED)**
4. Current PA driver's license and reliable transportation. **(REQUIRED)**
5. Completion of an accredited training course in bookkeeping and two (2) years' experience as bookkeeper. **(PREFERRED)**
6. At least one (1) year experience in operating a computerized accounting system. **(PREFERRED)**
7. Experience in government-based funding. **(PREFERRED)**
8. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_