

POSITION DESCRIPTION

Accounting Specialist

Reports to: Controller

Position Status: Non-Exempt

Supervises: No one

Effective Date: 9/29/22

GENERAL SUMMARY

The Accounting Specialist is expected to follow established accounting and internal control procedures and have a practical understanding of the accounting system (general ledger, subsidiary systems/ledgers).

Understanding of accounting principles and concepts is a plus. Must be proficient in use of business software applications (Microsoft Office), have good written and verbal communication skills, and perform relief and other project duties as requested.

DUTIES AND RESPONSIBILITIES

1. Is detailed and follows established workflows in the preparation of assigned journal entries in standard format for upload. Provides appropriate supporting documentation and explanations with entry. Enters data into general ledger software and verifies data entered.
2. Identifies differences from established workflows as expected and seeks guidance from the Controller or designee.
3. Maintains integrity of general ledger data:
 - Understands various subsidiary system process flows and reports, and its relationship for general ledger entries.
 - Supports the reconciliation of general ledger accounts and corresponding subsidiary ledgers.
4. Understands functional areas assigned, and to the applicable subsidiary systems. This may include, but is not limited to:
 - Maintenance, workflow, reporting and related general ledger entries.
 - General policy/procedures and rules and regulations affecting them.
 - Support of compilation and reporting of functional areas to third parties.

5. Responds to questions and supports communication with both internal and external parties regarding financial information.
6. Supports and prepares assigned audit work papers.

PLANNING

Completes work as planned. Coordinates, as necessary, work with other staff, keeping the Controller or designee informed timely as to status of work and available time. Prioritizes tasks to allow for completion of work as requested by the Controller, or designee.

SUPERVISION AND COORDINATION

Does not supervise others. Additional accounting staff may be assigned with the Accounting Specialist functional area(s), workflows, workpapers, specialists, etc. It is the responsibility of the Accounting Specialist to report non-supportive activity to the Controller, or designee, for their additional supervisory involvement.

EXTERNAL CONTACTS

Has contacts with organizations (vendors, sources of receipts and banks) affiliated with NKC. These contacts are required to provide transaction clarification and accounting and perform reporting and other duties.

DECISIONS

Supports discussion of internal control and opportunities for enhancement of procedures and workflow. Brings concerns and recommended actions to the attention of the Controller, or designee.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment. Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires visual acuity to read, inspect information on computer monitors, and written materials.

Physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of accounting software programs are required.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

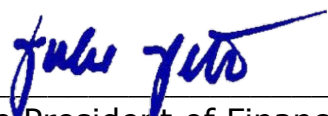
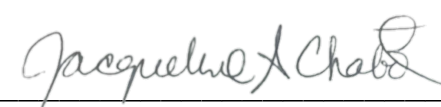
1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

A minimum of a GED with an associate degree (or degree student) in accounting, preferred, and 1+ years of experience in a similar role in a healthcare environment. Experience with non-profit accounting, accounting software (MIP), bank activity (Deposits, Credit Card receipts, Credit Card payments, and Office 365 (Excel, Word, Teams, SharePoint) a plus.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL

 _____ Vice President of Finance/CFO	10/27/2022 _____ Date
 _____ Vice President of Human Resources/CHRO	10/27/2022 _____ Date