

## Central Oregon Veterans Outreach

### Accounting Specialist Description

#### **Job Purpose**

The Accounting Specialist is responsible for the general accounting function for COVO including the preparation of journal entries, maintaining financial records in accordance with generally accepted accounting procedures (GAAP). Assist with monthly and year end closings and account analysis and supporting the senior accountant in carrying out the responsibilities set forth in COVO's accounting procedures manual.

#### **Primary Duties**

- Administer accounts receivable and accounts payable
- Complete general ledger operations
- Monthly closings and preparation of monthly financial statements
- Reconcile and maintain balance sheet accounts
- Prepare journal entries
- Assist with year-end closings
- Assist with payroll administration
- Monitor and resolve bank issues including fee anomalies and check differences
- Assist with maintaining internal financial controls and procedures

#### **Education and Experience**

- Associates Degree or equivalent
- Knowledge of accounting principals and practices
- Knowledge of finance principals
- Knowledge of financial reporting
- Knowledge of local, state and federal laws regarding accounting, finances, payroll preparation and payroll taxation
- Previous experience of general accounting
- Proficiency in Quick Books accounting software

#### **Competencies and Responsibilities**

- Ethical conduct
- Time management
- Organizational skills
- Financial management
- Project management
- Personal effectiveness/credibility
- Review monthly and annual financial statements
- Inspect monthly and year end account and bank reconciliations
- Review adherence to generally accepted accounting principles
- Review adherence to local, state and federal laws regarding accounting, payroll and payroll tax requirements
- Review adherence to internal financial controls and procedures