



Position Title: Accounting Specialist
Department: General & Administrative
Exempt Status: Non-Exempt
Supervisor: Accounting Director

GENERAL SUMMARY:

The accounting specialist is primary is responsible for all payroll and A/P duties and to assist A/R billing duties including month-end close and to assist with year-end audit process.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Review payroll time edits from managers and process bi-weekly payroll.
2. Prepared resident monthly billing statements.
3. Process & review A/P for accuracy, prepare weekly check runs through month end close.
4. Prepares and process weekly bank deposit(remotely).
5. Have knowledge of GAAP, understanding of accrual accounting. Prepaid expense, CIP and fixed assets.
6. Assist with balance sheet account reconciliations
7. Support Human Resources department as it relates to payroll.

Other Duties:

1. Responsible for replenishing and processing of petty cash.
2. Supports and fills in for Front office concierge if needed.
3. Responsible for maintaining filing and proper storage and document retention.
4. Performs specific work duties and responsibilities as assigned by executive director and/or supervisor.

HOSPITALITY FOCUS:

Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:



1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

QUALIFICATIONS:

1. College education with knowledge of accounting and various accounting and payroll software.
2. Strong computer skills including Microsoft Office, Word, Excel and Outlook
3. Being service oriented, having good and supportive attitude, strong attention to detail, organized and team oriented.
4. Accounts Payable and/or Payroll experience is required. (Oracle preferred).
5. Must be able to deal with deadlines and unusual situations in a professional manner.
6. Must be able to work with minimal supervision and able to multi-task in an efficient manner

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit at a desk for up to six hours per day; must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.



DISCLAIMER CLAUSE:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____