



## Job Announcement

Posted: June 22, 2017

### *Accounting Specialist I*

<b>Job Title &amp; Code:</b>	Accounting Specialist I (Non-Exempt)
<b>Job Hours:</b>	Full Time; 30 hours per week
<b>Salary:</b>	\$13.50 - \$15.75 DOE
<b>Benefits Offered:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

*ACCESS helps create a community where people share skills and resources to develop a sense of responsibility for themselves and each other. We are a team of positive individuals who strive to make a change for the better in our community. Apply today. We look forward to meeting with you!*

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#### **Position Summary**

Responsible for recording ACCESS Property Management accounts payable, tenant charges, cash receipts, cash disbursements, other accounting transactions as required. Responsible for daily and weekly cash transactions for ACCESS Property Management. Responsibilities also include backup to Accounting Specialist I (full-time) to perform financial processing for ACCESS accounts.

#### **Position Duties & Responsibilities**

- Primary Accounts Payable Responsibilities will include: Accounts Payable for Properties. Reconciling credit card check out and payments. Maintain updated and accurate W9 inventory. Updated vendors cards with W-9 information.
- Primary Tenant Charge Responsibilities will include: Tenant charges and final accountings.
- Primary Cash Disbursement Responsibilities will include: Input Cash Disbursements for payment on credit cards, leases, loans, rent rolls, and other bank payments. Input cash disbursements for transfers, corrections, etc
- Primary Cash Receipts Responsibilities will include: Input all cash receipts for properties.
- Deposit of rental laundry monies.
- Maintenance allocation and pool vehicle allocation.
- 1099-MISC preparation and processing for ACCESS, ADC, and Barnett Townhomes.
- Assists in budget and cost allocation reporting.
- Provides fiscal training to other fiscal staff and agency personnel as needed.
- Identifies internal control risks to the Finance Manager.
- Supports the Finance Department in the preparation of audit work papers.
- As needed duties include but are not limited to: Credit card check out, billing for outside agencies, safe inventory, and backup to Accounting Specialist I (FT).

#### **Position Requirements**

- Belief in ACCESS' mission to help people help themselves.
- A minimum two years experience in a position processing high volumes of Accounts Payables (A/P) and Accounts Receivables (A/R).
- Ability to apply skills in accounting for multiple rental complexes and entities with various accounting requirements and cash accounts.
- Knowledge of basic accounting and office management systems, procedures and functions.
- Able to work effectively with customers and co-workers, and maintain confidentiality.
- Excellent record keeping and organizational skills.
- Excellent oral and written communication skills.
- Able to maintain sustained concentration with attention to detail.



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- Excellent computer skills including thorough knowledge of Microsoft Office 2007, 10 key, and keyboarding.
- Able to work both independently and collaboratively, and multitask in a variety of areas.
- Valid Oregon Drivers license with record that is acceptable under ACCESS' insurance policies.

#### **Preferred Qualifications**

- An associate's degree in accounting or business
- Experience with Abila MIP

#### **Apply by Submitting Application, Cover Letter, & Resume To**

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information