



Job Announcement

Posted: 10/4/2021

Accounting Specialist I

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you!

Job Title:	Accounting Specialist I (Non-Exempt)
Job Hours:	Full Time
Salary:	\$16.50 to \$19.50 an hour DOE
Benefits:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

Responsible for providing support to the Finance Team by recording ACCESS accounts payable, accounts receivable, cash receipts, cash disbursements, other accounting transactions as required. Assist with daily and weekly cash transactions for ACCESS. Responsibilities also include assistance to Accounting Specialist III in providing accounting support to other departments.

Position Duties & Responsibilities

- Primary Accounts Payable Responsibilities will include: Accounts Payable for ACCESS inputting data and printing checks. Credit cards check out. Maintain updated and accurate W9 inventory. Update vendors cards with W-9 information as needed.
- Primary Accounts Receivable Responsibilities will include: Data entry from Notice of Expected Revenue Forms, and processing cash receipts.
- Primary Cash Receipts Responsibilities will include: Input all cash receipts for donations and other payments to ACCESS.
- Primary Cash Responsibilities will include: Banking for ACCESS. Processing credit card and in-kind donations. Collecting applicable monies from ACCESS programs. Disbursement and reconciliation of petty cash disbursements.
- Deposit of rental laundry monies.
- Prepares and researches bank reconciliations.
- Monthly close activities for ACCESS.
- Assist with 1099-MISC preparation and processing for ACCESS.
- 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 Cash Receipts Responsibilities will include: Input all cash receipts for properties.
- Assists in budget and cost allocation reported.
- Provides fiscal training to other fiscal staff and agency personnel as needed.
- As needed duties include but are not limited to: Credit card check out, billing for outside agency, safe inventory, and backup to Accounting Specialist I (PT).
- Identifies internal control risks to Finance Manager or Finance Director.
- Supports the Finance Department in the preparation of audit work papers.
- Completes other duties and special projects assigned by the Finance Manager or Finance Director.



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Position Requirements

- Belief in ACCESS' mission to provide food, warmth and shelter.
- At least 2 years' experience in a position processing high volume 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.
- Excellent computer, 10 key, and keyboarding skills, including thorough knowledge of Microsoft Office 365
- Able to work both independently and collaboratively and multitask in a variety of areas.
- Valid Oregon Driver's license with record that is acceptable under ACCESS' insurance policies.

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Apply by Sending Resume To

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

OR Email hr@accesshelps.org

Visit www.accesshelps.org for more information.