



Job Announcement

Posted: 8/9/2021

Accounting Specialist II

ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!

Job Title:	Accounting Specialist II (Non-Exempt)
Job Hours:	Full time (40 hours)
Salary:	\$18.00 to \$21.25 Per Hour DOE
Benefits:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

The Accounting Specialist II provides day-to-day administration of payroll and accounts payable processes, researching, communicating, and processing transactions. This position is responsible for issuance of semi-monthly payroll checks and direct deposits for ACCESS and for processing weekly accounts payable. Additional responsibilities include processing accounts receivable, cash receipts, cash disbursements, and other accounting transactions as required and in accordance with generally accepted accounting principles.

Position Duties & Responsibilities

- Prepare semi-monthly payroll checks and direct deposit notices for employees, prepare direct payroll deposit file to be transmitted, and report tax withholdings to proper authorities.
- Prepare federal and state payroll tax deposits, and prepare monthly, quarterly, and annual payroll reports including W-2 reports.
- In coordination with Human Resources, record changes affecting employee net wages, such as exemptions, insurance coverage, deductions, retirement, etc.
- Process all accounts payable vouchers and journal entries as well as completing reconciliations of all related balance sheet accounts.
- Reconcile payroll account balances (e.g., direct deposits, wage attachments, benefits, voluntary and involuntary contributions, etc.) on a monthly basis.
- Assure proper maintenance and storage of accounting / payroll files, records, and reports.
- Assist with the maintenance and updates of MIP software payroll accounting module.
- Prepare and research bank reconciliations.
- Identify internal control risks to Controller or Finance Director.
- Support the Finance Department in the preparation of audit work papers.
- Complete other duties and special projects assigned by the Finance Manager or Finance Director.

Position Requirements

- Belief in ACCESS' mission to provide food, warmth and shelter.
- At least 2 years of related experience in payroll and accounts payable.
- Excellent knowledge of employment laws and procedures as required for payroll processing.
- Knowledge of basic accounting and office management systems, procedures, and functions.
- At least 2 years of experience in a position processing high volumes of accounts payable and accounts receivable.
- Ability to work effectively with customers and co-workers.
- Excellent record keeping and organizational skills.



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- Excellent oral and written communication skills.
- Ability to maintain sustained concentration with attention to detail.
- Excellent computer, 10-key, and keyboarding skills, including thorough knowledge of Microsoft Office.
- Ability to work both independently and collaboratively.
- Ability to maintain confidentiality.
- 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 Application, Cover Letter & Resume To

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

OR Email hr@accesshelps.org