

**Explorers Academy  
615 North 19<sup>th</sup> Street  
Billings, MT 59101**

**◀ VACANCY ANNOUNCEMENT ▶**

**INTERNAL/EXTERNAL OPENING**

**POSITION:** Accounting Specialist

**WORKSITE:** 615 North 19<sup>th</sup> Street  
Billings, MT 59101

**RATE:** **\$12.50/hour** DOE

**OPENING DATE:** February 28, 2018

**CLOSING DATE:** until filled

**JOB DUTIES:** See Job Description

**QUALIFICATIONS:** Two (2) years secondary education or coursework in a Business, Finance or Accounting related field. One year experience working in a finance department. Equivalent combinations of education and experience that provides the necessary skills and abilities will be considered.

**WORK SCHEDULE:** **Daytime Monday-Friday**  
**32 hour week/43 weeks (12 hours week/9 weeks)**

**WHO MAY APPLY:** All Qualified Individuals

**HOW TO APPLY:** Submit Current Resume And Completed Application Form

**Human Resource Director  
Explorers Academy  
615 North 19<sup>th</sup> Street  
Billings, MT 59101**

**Explorers Academy is an Equal Opportunity Employer**

# Position Description

## Explorers Academy

**Functional Title:** Accounting Specialist  
**Supervisor:** Finance Director  
**Grade:** 5  
**FLSA:** Non-exempt  
**Position Status:** 32 hour week/43 weeks (12 hours week/9 weeks)

### *Position Summary*

The Accounting Specialist processes the activities related to the agency purchasing, accounts payable and accounts receivable systems. This position assists in oversight of tracking in-kind donations, grant transactions and inventory.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Account Payable**

- Assemble required documentation for voucher packages in a timely and accurate manner, (i.e. requisitions, purchase order number, receiving records and invoices).
- Code Accounts Payable invoices and credit memos according to allowable costs for grants.
- Enter recurring invoices and electronic transfers for payment.
- Enter coded invoices in accounts payable module and process checks.
- Enter approved check requests with documentation for payment.
- Reconcile vendor accounts as needed to ensure current and accurate information is recorded.
- Reconcile accounts payable to subsidiary ledger monthly.
- Process credit card charges.

#### **Accounts Receivable**

- Process cash receipts
- Process and manage payments received

#### **Purchasing**

- Place orders for components as initiated by Head Start staff.
- Process purchase requests and monitor receiving process to ensure items have been received.

#### **Recordkeeping**

- Bank Reconciliation
- Fixed Asset Recording
- Journal Entries
- Unclaimed Property
- W-9/1099 Data

- Monitor grants by reviewing reimbursement requests and draws
- Run fiscal reports

**Other Duties**

- Entry and review of in-kind donations
- Monitor petty cash and cash receipts
- Other duties as assigned

**ESSENTIAL SKILLS**

- Maintain emotional control and manage difficult situations with tact and diplomacy.
- Communicate clearly, both orally and in written format.
- Be organized to ensure timely and accurate documentation of records and reports.
- Demonstrate respect and sensitivity for cultural, racial and economic differences.
- Treat others with respect and consideration to foster a teamwork environment.
- Use computer technology and understand its application to organizational and/or departmental function.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Two (2) years secondary education or coursework in a Business, Finance or Accounting related field. One year experience working in a finance department. Equivalent combinations of education and experience that provides the necessary skills and abilities will be considered.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit.

The position requires a large amount of data entry and the employee must be able to sit at a desk for a majority of the work shift with reasonable breaks to move and stretch.

While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children’s health or safety needs.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee will work in a busy office environment. Noise level is usually moderate.

**COMMENTS:**

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.