

Maui Economic Opportunity, Inc.

Job Description



Job Title: Accounting Specialist
Department: Fiscal
Reports To: Accounting Manager
FLSA Status: Nonexempt
Prepared Date: July 2022
Updated:
Pay Grade: S16

SUMMARY:

Provides support in all areas of fiscal management as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that proper accounting procedures are maintained in accordance with federal, state and county regulations.
- Maintains proper accounting procedures for control of revenue expenditures.
- Maintains records of various program expenditures and current financial status and availability of funds.
- Verifies, proofreads, codes, and process vouchers for Transportation invoices and credit cards.
- Verifies, proofreads, codes, and process vouchers for purchase order invoices. Tracks outstanding purchase orders.
- Code cash receipts information to MIP.
- Verifies and proofreads all computations for inkind expenditures.
- Assists with physical inventory of fixed assets.
- Maintains records for Loan Funds.
- Maintains past and present financial records and reconciliation of certain general ledger accounts.
- Assists in the preparation of audit work papers.
- Provides and maintains a high level of service ensuring that staff and client's needs are met.
- Understands and follows all safety policies and procedures.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as a back-up courier transporting mail between locations as assigned.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of accounting principles.
- Working knowledge of computerized accounting systems.
- Working Knowledge of 10 key.

Maui Economic Opportunity, Inc.

Job Description



- Understanding of funding agency procedures and guidelines and federal purchasing procedures.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, tasks and detail oriented.
- Ability to manage many projects at a given time and meet deadlines and prioritize workload.
- Basic typing skills and the ability to use standard office machines.
- Working knowledge of computer applications to include, Word and Excel and data entry.
- Ability to work varied shifts, which may occasionally include nights and weekends.

EDUCATION and/or EXPERIENCE:

- Associate's degree in accounting and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as grant regulations and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one situations to other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY:

- Ability to apply sound judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to handle and keep composure in situations where employees, clients may become hostile and demanding.
- Performs well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- May require a valid driver's license and access to an insured vehicle.

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:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to reach with hands and arms.
- Occasionally required to bend, crawl and/or twist.
- Regularly lifts and/or moves up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Maui Economic Opportunity, Inc.

Job Description



WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- The noise level in the work environment is usually moderate.
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