



Position: Accounting Specialist
Classification: Full-time, Staff, 52-Week
Supervisor: Vice President of Finance
Supervises: N/A
Date Reviewed: June 1, 2022

Basic Function: The accounting specialist is a key member of the business office. Responsibilities include updating financial records, preparing reports, supporting audit preparation, and updating the financial dashboard. The accounting specialist will also use accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts.

Responsibilities:

- Support internal and external financial reporting, including budget development, reporting and forecasting.
- Provide accounting and administrative support to the business office
- Maintain sufficient back-up documentation (i.e., schedules and analyses that support and clarify the amounts reported in the financial statements for fixed assets, investments, debt, etc.)
- Reconcile accounts on a monthly basis
- Reconcile various expenditure reports to source documents; distributes and files financial documents and reports.
- Manage accounts payables
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Stay abreast of relevant professional and tax standards so as to keep KCC in compliance with applicable regulations.
- Support the annual external financial audit preparation process
- Assist with budget preparation and forecasting
- Constantly update job knowledge

Qualifications:

- Bachelor's degree in accounting preferred
- Proven accounting experience, preferably in accounts receivable or accounts payable
- Competency in MS Office, QuickBooks, and databases
- Detail oriented and well organized
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Mature Christian committed to a life guided by biblical principles

Approved by: David K Carpenter, VP of Finance; David K Carpenter, Director of Human Resources
Reviewed by: Administrative Committee (XX/XX/XXXX)
Replaces: Accounts Payable Clerk
References: None



Job Description

The list of essential functions, as outlined, is intended to be representative of the tasks performed. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Approved by: David K Carpenter, VP of Finance; David K Carpenter, Director of Human Resources
Reviewed by: Administrative Committee (XX/XX/XXXX)
Replaces: Accounts Payable Clerk
References: None
