



TESSA JOB DESCRIPTION

JOB TITLE: Accounting Specialist
REPORT TO: Chief Financial Officer
TIME REQUIREMENT: 20-25 hours a week

SYNOPSIS: Supports CFO with administrative functions including accounting and records management.

RESPONSIBILITIES:

Accounting & Administrative

- Supports coordination of annual financial audit by external CPA firm
- Support with compliance with all regulatory requirements for financial reporting from various government agencies and funders
- Maintain efficient administrative and personnel related filing systems
- Collect payment and maintain payment records for program services
- Enter client records in a timely and accurate manner into the database
- Utilize computer skills to prepare memos, letters and various correspondence
- Cash deposits
- Process all A/P invoices, check requests and cash disbursements
- Coordinate staff conference registrations
- Ensure administrative requests are completed in a timely manner
- Supervise offsite storage and destruction of client files as required
- Assist with projects as necessary
- Ensures compliance with and supports internal financial controls and updated accounting policies and procedures
- Special projects may include developing automated processes for the tracking of grant reporting, client statistics, and other data compilation.
- Advise the CFO of financial issues or concerns.
- Prepare reports as requested by the CFO, including weekly cash flow reports.

Billing Support

- Support compliance with all regulatory requirements for financial reporting from various government agencies and funders
- Collect payment and maintain payment records, including Medicaid payments, for program services
- Maintains detailed records of assigned grants: separate accounting records of expenses, cash transfers, budgetary categories and financial reporting to regulatory agencies.

Cultural Inclusivity

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity



- Apply the principles of multiculturalism and diversity in training and staff development
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members
- Use organizational change processes to support culturally informed organizational policies & procedures

Other

- Commit to TESSA's organizational mission, vision, and operating philosophy
- Attend staff, other relevant meetings, trainings, and in-services as assigned
- Other duties and projects as requested by supervisor and/or Executive Director

QUALIFICATIONS AND REQUIREMENTS:

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.

- BA or BS degree in accounting or business-related degree
- Five years relevant experience; equivalent combination of education and/or experience may be considered
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills
- Attention to detail and the ability to empathize, encourage and guide
- Knowledgeable and proficient computer skills
- Valid driver's license and car insurance
- Must be willing to complete background checks
- Ability to read, write and speak English
- Fluency in Spanish preferred
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care.
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.

TESSA is an equal opportunity employer.

To Apply Please Visit
www.TESSAcs.org/about-tessa/employment