

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

ACCOUNTING SPECIALIST

Job Data	Pay Grade: AOS2 FLSA Status: Non-Exempt Reports To: Accounting Manager, Chief Financial Officer Date: April 15, 2014
Job Summary	<p>The Accounting Specialist position will work in close collaboration with team members and other professionals, utilizing specified procedures, in support of the organizations' overall accounting processes. This position will process accounts payable, receive payments, prepare invoices, process payroll, reconcile the general ledger, prepare bank deposits, maintain database, and file records and statements.</p>
<p><i>In the performance of their respective tasks and duties, <u>all team members</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of the NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all colleagues, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, team members, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, colleagues, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization's resources 	
<p>The following generally describes the essential functions, the minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Perform technical accounts maintenance in accordance with Generally Accepted Accounting Principles and the standards of the Governmental Accounting Standards Board • Reconcile and monitor specific accounting and fiscal functions • Control complex accounts payable/receivable functions • Assist with fiscal management and auditing of membership dues, donations/pledges, event registrations, travel requests, and travel expense vouchers • Prepare monthly, quarterly, and yearly reconciliations • Establish and maintain automated billing systems • Complete fiscal year openings and closings in accordance with Generally Accepted Accounting Principles and the standards of the Governmental Accounting Standards Board • Respond to requests for information and assistance from colleagues, members, and the general public • Responsible for timely and accurate reporting of data • Provide support in specialized accounting functions as assigned • Assist supervisor in various tasks as needed • Other duties as assigned*

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<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Undergraduate degree from an accredited university in accounting or finance (advanced degree preferred) • Two years' experience directly related to the specified duties and responsibilities, or • Equivalent combination of education and experience in a relevant field • Experience in non-profit or grant-funded environment preferred
<p>Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> • Knowledge of accounting principles • Knowledge of administrative, clerical, office procedures, and systems • Knowledge of accounts receivable/payable and cash applications procedures and practices • Knowledge of payroll processes using automated system to produce accurate and timely multi-state payroll • Ability to access and review systems necessary to collect, maintain, and analyze registration, membership, and donor accounting and payment data • Ability to gather and format data, compile information, and generate summary, statistical, and presentation reports • Ability to learn organizational procedures, protocols, and systems • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, and database systems (MemberSuite, ADP, MIP, Crystal Reports) • Ability to manage files and maintain records in compliance with state and federal standards, and recordkeeping policies • Strong, effective communication skills, both verbally and in writing • Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • Knowledge of proper telephone and email practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p><i>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office • Evening, weekend, holiday, and overtime work may be required • Occasional travel, locally and nationally, may be required

****The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.***