



## Job Description

**Job Title:** Accounting Specialist  
**Department:** Finance  
**Reports To:** Finance Officer  
**Status:** Full time, a minimum of 40 hours a week. Exempt  
**Class:** IV  
**Prepared By:** Dawn Hegland  
**Prepared Date:** 2-13-12  
**Review:** After first 6 months, then annually

**Summary** Assists with various accounting activities. Also responsible for administering a federally funded business loan program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### Financial

- Assist with budget preparation and monitoring – including preparation of the indirect cost plan;
- Assisting with the preparation of monthly financial statements of revenues and expenses, prepares reports for staff, Executive Director and Board;
- Monitor contracts and invoice when appropriate and following up on payment;
- Accounts Receivable – code and enter receipts into accounting software program;
- Maintains records of all invoices for auditing purposes.
- Accounts Payable – code invoices and enter invoice information into accounting software program to generate checks for payment;
- Payroll – process semi-monthly payroll for employees and monthly payroll for board members , prepare quarterly and annual payroll tax reports – including W2 and 1099 preparation;
- Run detailed project reports as requested;
- Prepare state and federal program reports;
- Assist with A-133 Audit preparation.

### Loan Management

- Promote the revolving loan fund (RLF) by contacting bankers and lenders within the region;
- Work with loan candidates to complete the application;
- Work with loan borrowers on loan modification requests;

- Analyze loan applications for compliance with Federal regulations;
- Prepare RLF board packets and attend board meetings to present loan applications to the board for review and board action;
- Schedule closing and coordinate information necessary for the attorney to ensure all closing documents are in order and ready for closing;
- Submit all required reports;
- Ensure that the RLF Plan is updated as required;
- Enter loan payments each month and provide the board with a report on repayments and bank balances.

### **Grants Administration**

Assist with the following:

- Work with grant recipients to make sure all state and federal grant conditions are met;
- Manage files and prepare required reports;
- Prepare annual reports;
- Process requests for payment.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and within budget.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under

control; Remains open to others' ideas and tries new things.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.
- Delegation - Delegates work assignments when appropriate; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organizational goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Work Management – Ability to frequently multitask and prioritize work.

- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the following requirements apply.

### **Other Requirements**

- Strong understanding of accounting principles and procedures; Knowledge of basic government accounting principles and methodologies a plus.
- Knowledge of payroll procedures and related tax filings and reporting

requirements.

- Must have basic knowledge of financial management software.
- Knowledge of generally accepted loan processing procedures.
- Valid driver's license.
- Some overnight travel necessary.
- Some evening and early morning meetings required.
- Interest in pursuing additional training and professional certifications.
- All finalists considered will be subject to a criminal background check and credit report.

### **Education and/or Experience**

Minimum four year degree in finance and/or accounting *preferred* and two years related experience.

The Commission, however, reserves the right to waive any of the proceeding requirements in the event that an applicant demonstrates that he/she has extraordinary amounts of work experience or education relating to the position.

### **Language Skills**

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information to groups.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of accounting software; payroll systems; loan management software; and excellent Microsoft Excel and Word skills.

### **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 sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

## **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.

The UMRDC is a small office of less than 10 professional staff in a flexible, family friendly environment.

The noise level in the work environment is usually quiet. Individual offices are provided. Common space is available for meetings and group interactions

## **Other**

The UMRDC and employee's have an employee relationship known as employment-at-will. This means that either the UMRDC or an employee has the right to terminate the employment relationship at any time for any reason not prohibited by law.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related job duties as assigned by the Executive Director.

The employee is expected to comply with established office, administrative, and personnel policies.

The UMRDC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

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## Employee Acknowledgement

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Date