



Accounting Specialist II – Fiscal Department
Salary: \$24.15 - \$36.25 Hourly - Open Until Filled

ACCOUNTING SPECIALIST II – Douglas County, Oregon

Full Time - 40 Hours per Week

Department: Administration - Fiscal

Full Time Position / Position works 40 hours per week.

Under the direction of the Controller, the Accounting Specialist II will:

Provide technical accounting, budget and other fiscal support for Program Managers and Division Directors under the direction of the Controller. Responsibilities include monitoring, analyzing and maintaining financial transactions for a wide variety of social service programs, tracking revenues and expenditures, and preparing required internal and external financial reports. Responsible for semimonthly payroll processing in a timely manner, posting payroll activity to the general ledger, and responding to and resolving issues employees may have.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Monitor and drawdowns of grant funds, and prepare complex reconciliations of revenue and expenditures for grants.
- Conduct reconciliation of agency bank statements to accounting system on a monthly basis; reconcile and analyze general ledger accounts; create and review journal entries; and assist Program Managers with researching and correcting accounting entries.
- Assist with data tracking for cost allocation methodology. Update distribution codes, cost pools, etc. in accounting system.
- Serve as point of contact for Program Managers; address concerns and research questions and provide answers as needed; and assist Program Managers in revising budgets as needed for grants.
- Research, compile and prepare or assist in preparation of financial reports, requests for funds or statistical reports utilizing accounting system reports, spreadsheet reports or information provided by program staff. Maintain fiscal accountability and assure validity of data entered into automated system.
- Coordinate the daily operation of UCAN payroll functions. Audit and process payroll timesheets ensuring compliance with UCAN policies and procedures; enter payroll into system; accurately prepare and balance payroll reports; reconcile and post payroll activity to the general ledger. Ensure compliance with all applicable local, state and federal wage and hour laws.
- Accurately post entries from supportive records and balance against other records. Prepare journal entries to balance payroll accounts; prepare transfers.
- Prepare and update reconciling of payroll records with payroll related vendor payments.
- Represent the payroll unit to employees and the public. Receive questions from employees concerning pay issues; research and provide answers and make corrections as needed.
- Assist in the preparation of year-end audit, schedules or reconciliations and providing back-up documentation to auditors.
- ✓ **Regular and consistent attendance is required.**



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POSITION REQUIREMENTS

Minimum Qualifications:

Knowledge of: Thorough knowledge of GAAP, fund or project accounting, budgeting, grant or project management. Thorough knowledge of automated accounting systems and computer processes and capabilities including MS Office products and accounting software, non-profit accounting software preferred. Considerable knowledge of applicable state and federal wage and hour regulations. Thorough knowledge of modern office terminology, procedures, equipment and business English

Skill in: Use of standard office equipment, which includes automated equipment and systems at acceptable department standards in both speed and accuracy. Proficient 10-key skills (7000kph) and accurate minimum typing skill of 50 wpm required.

Ability to:

- Communicate effectively in both oral and written forms; maintain confidentiality; plan and organize assigned accounting operations.
- Analyze and prepare detailed fiscal, financial and statistical records.
- Make decisions independently in accordance with established policies and procedures.
- Use initiative and judgment in completing tasks and responsibilities.
- Manage numerous simultaneous projects while adhering to varying deadlines. Utilize problem identification and resolution techniques
- Remain calm and use good judgment during confrontational or high-pressure situations. Develop positive working relationships with employees, Federal and State representatives, vendors and the public to foster a collaborative working environment. Represent UCAN's mission 'creating solutions to poverty, improving lives in our community' and consistently work to apply a lens of equity and inclusion.
- Must follow all safety rules and practices, and perform work in a safe manner.
- Must be able to pass a Federal and state background check prior to start date.
- This position requires occasionally lifting and carrying between 1 and 25 pounds, reaching, walking, carrying, sitting, stooping, keyboarding, pushing and hearing voice conversation. Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved

Education, experience and training:

Required: Bachelor's degree in accounting, business administration, finance or a related field.

Preferred: Four years work experience in accounting, finance, or related field.

Background Check

- At time of appointment, must be enrolled in the Oregon Department of Education Early Learning Division Central Background Registry (CBR). <https://secure.emp.state.or.us/ccd/>

Other Requirements

- Following appointment and within 60 days, must participate in a Head Start staff health appraisal.

SUBMIT COMPLETED UCAN APPLICATION TO: ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470 Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: ucanhr@ucancap.org