



POSITION: Accounting Administrative Specialist

ACCOUNTABLE TO: Native American Development Corporation (NADC)

CLASSIFICATION: Temporary Full Time (based on funding)

SALARY RANGE: \$15-\$19/Hour DOE

WORK SCHEDULE: Monday – Friday 8 am to 5 pm, some evening and weekends may be required.

FUNDING INFORMATION: This is a grant funded assignment with a projected end date of 9/30/19 with renewal based on available funds and the needs of NADC

How to Apply: Submit a cover letter detailing how the applicant meets Qualifications and Skills and Core Requirements, resume providing employment history to include job title, job duties and name of employer for each position and three professional references with contact information to tcalfrobe@nadc-nabn.org

Open until filled.

SUMMARY OF WORK:

Our company is looking for an Accounting Administrative Specialist to perform accounting and clerical duties and ensure accuracy of data entry. The successful candidate will be responsible for reconciling accounts payable and receivable accounts, data entry into Quickbooks including credit card transactions, receiving and recording travel authorizations, reviewing travel vouchers and ensuring all receipts are included, and developing and maintaining a comprehensive financial filing system. Candidate will also be responsible for support of PTAC staff to include promotion of program services and events using the website, social media, email marketing and other means of communication; coordination of intake of PTAC clients and data entry/retrieval into web-based client management system Neoserra; assist in planning and coordination of events for all PTAC field offices and run reports as needed for weekly staff meetings and quarterly reports.

Job responsibilities and duties:

- Enter and balance accounts receivable/payable/credit card transactions on a daily basis.
- Assist with other accounting projects in the office as needed
- Tracks and reviews all travel authorizations and travel vouchers to ensure accuracy
- Assist in travel preparation and reservations
- Assists in tracking grant reimbursements and updating budgets on a monthly basis
- Assist in assembling/filing financial data for audits
- Maintain orderly financial filing system
- Coordinate office operations to provide effective customer service to NADC clients
- Provide clerical assistance and support to PTAC program with day-to-day activities

- Assists with coordination of meetings, appointments, and/or special events including preparing materials, scheduling, marketing, registration, etc.
- Maintains PTAC website and database, social media online marketing and PTAC calendar
- Enters and retrieves data from PTAC and/or network databases to ensure accuracy of records for weekly and quarterly reports
- Assist with front office duties such as answering phones, typing correspondence, logging in visitors/mail/packages, etc.

Qualifications and skills:

- Associate Degree with Accounting emphasis desired (working toward bachelor's degree in Accounting preferred) OR High School Diploma/GED with a minimum of three years clerical, administrative office support or related experience
- Strong working knowledge of MS Office and QuickBooks
- Excellent communication and administrative skills
- Ability to meet assigned deadlines
- Experience with bank reconciliation and tracking credit card transactions

Core requirements:

- Prior non-profit/grant experience, helpful
- Associates Degree in Accounting or equivalent experience.
- Must have at least 1-2 years of accounting experience to include the reconciliation of bank and credit card statements.
- Proven computer and clerical proficiency using a wide variety of programs and office equipment.
- Outstanding organization and follow-up skills.
- Excellent interpersonal and communication skills.