



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
Web site: www.ncsheadstart.org ~ FAX: (707) 822-7962

JOB DESCRIPTION Northcoast Children's Services **ACCOUNTING SPECIALIST II** **DRAFT**

Under the supervision of the Fiscal Director, the Accounting Specialist II performs a variety of technical tasks involving the preparation and maintenance of fiscal or related records. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Process quarterly payroll, federal and state reports.
2. Review and perform data entry of HS/EHS In-Kind documentation and generate quarterly reports.
3. Process monthly bank reconciliations for Fiscal Director review.
4. Update monthly reports of staff budgets.
5. Review payables to assist Fiscal Director with analysis.
6. Assist with payroll under the direction of the Fiscal Director for over 200 employees including data entry, calculating taxes and benefits, printing checks, payroll bank deposits, payment of payroll withholdings, posting payroll to the general ledger, and mailing paychecks.
7. Assess the need for procurement of funds and requests funds from funding source(s).
8. Assist with accounts payable to include processing and coding vouchers, data entry, issuing checks, filing paid vouchers, canceled checks, and backup.
9. Ensure that fiscal policies and procedures are followed by staff.
10. Track General Liability Insurance billing.
11. Process annual forms: including W-2's and 1099's.

12. Assist with the preparation of the Child Care Food Program report.
13. Track California sales tax payable.
14. Perform other duties necessary to the efficient operation of the agency as required.

QUALIFICATIONS:

1. High school graduation and six years bookkeeping experience including payroll, accounts payable and general ledger experience. Related college course work desirable.
2. Possess knowledge of current rules, regulations, and procedures governing the accounting field.
3. Ability to organize and schedule complex tasks, develop and maintain tracking systems, communicate and receive complex instruction, and complete tasks that require high levels of interdependence on other team members.
4. Writing skills used in financial reports, bills and short correspondence.
5. Reading skills to understand instruction manuals, procedure manuals, codes and computer manuals.
6. Computer skills for data entry, generation of reports, and payroll. Extensive experience in Excel and accounting software systems.
7. Ability to treat matters in a confidential manner, i.e. payroll, billings, accounts payable.
8. Must be willing to work flexible schedule as the need arises.
9. Possession of:
 - valid driver's license
 - evidence of current automobile liability insurance
 - good driving record
 - reliable vehicle available for use during working hours.

Physical Requirements

1. Must successfully complete a health screening no later than 7 days following the date of hire.
2. Physical agility to lift and carry up to 25 pounds.

Health and Safety Training Requirements

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.

DRAFT