



**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

Location: Accounting Department
Contact: Vickie Dornbusch

Date Posted: 01/18/2010
Post Until: 02/01/2010

JOB TITLE: Accounting Specialist

DIVISION: Finance & Administration

REPORTS TO: Controller

GRADE: B (Nonexempt) **EEO: 5**

Effective Date: 03/24/2007

PRIMARY FUNCTION & PURPOSE: To accomplish detailed accounting tasks and other supportive assignments incidental to the accounting function.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited,** to the following:

- Monitor items approved for payment to insure appropriate codes and handling.
- Prepare checks
- Assist independent auditors as requested during the annual audit.
- File paid vouchers, correspondence and miscellaneous items.
- Process information on receipts and gifts into records.
- Prepare special accounting reports as required.
- Maintain computer records and other necessary subsidiary records for all fund.
- Other duties as assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** Good oral and basic written communication ability and the ability to communicate effectively with the public and with co-workers.
- **Education:** High school diploma or equivalent.
- **Experience:** Minimum of two years secretarial experience.
- **Skill :** Must be proficient in use of computer, calculator and other standard office equipment. Knowledge of basic procedures and/or operations/programs. Ability and judgment to apply policies and procedures requiring a moderate degree of previous training or experience.
- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Moderate impact on quality and efficiency of services or operation of agency or revenues/expenses. Policies and procedures govern activities. Decisions on all but the most basic problems/issues are subject to prior approval by supervisor.
- **Supervision:** None.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.