



Transforming Parents' Lives. Improving Children's Futures.

Accounting Specialist

Warren Village is actively seeking two energetic, passionate and skilled **Accounting Specialists**.

Warren Village is a mission driven 'learning organization' that is founded on six core values (collaboration, integrity, inclusion, accountability, empowerment and excellence) that drive our culture and our work. Utilizing a Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team and sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

If you are up for the challenge and the rewards, we encourage you to apply!

Job Description:

Under general supervision, the Accounting Specialist is responsible for assisting with the daily Accounting needs of the organization. These include, but are not limited to, processing accounts payable, accounts receivable, bank deposits, learning center tuition billing [using SmartCare] and subsidy tracking, assisting with payroll preparation and time and attendance [using Paycom], and assisting with Human Resources administration. This position reports to the Senior Accountant with a dotted reporting relationship to the Senior HR Generalist where appropriate. The Accounting Specialist strives to provide exemplary customer service to internal and external clients while maintaining the highest stands of accuracy, timeliness and compliance.

Essential Duties & Responsibilities

- Maintain agency contracts and maintain up-to-date knowledge of processing, reimbursement policies, regulations and administrative rules governing childcare subsidies and reimbursement grants.
- Perform data entry, data management and maintain on-going and accurate up-to-date client records for families receiving subsidized childcare services and employee records in payroll and benefit systems.
- Process and maintain authorizations and reimbursement requests and secure timely reimbursements from all parties.
- Conduct accounts receivable tasks; reconcile remittance statement and subsidy payments, process parent billing, payments and credits through the SmartCare system; research and resolve discrepancies.
- Review Learning Center attendance documents and complete billing process.

- Maintain constructive relationships and provide timely communication with staff, funding applications, billing and reconciliation of accounts.
- Maintain confidentiality of agency, clients and family information.
- Support the Finance Department by performing clerical tasks, including processing and recording transactions and EFTs, preparing reports and budgets, fielding communications with clients, fact checking, filing, data tracking, and other duties, as needed.
- Provide financial, administrative and clerical support to the organization by processing resident payments donor contributions and submitting monthly reimbursement invoices. Record transactions, verify and reconcile accounts and resolve any discrepancies.
- Audit incoming invoices and other payment requests for appropriate coding and authorizations, routing as appropriate. Review credit card expense reports and petty cash replenishment requests for accuracy and completeness. Help to educate employees and managers on policies and procedures related to disbursements.
- Assist with the payroll preparation of the organization, including all administrative activities related to processing payroll on a regular basis. Conduct Payroll system maintenance and user training, track PTO and sick-time accruals and support benefits enrollment and changes. Resolve staff payroll questions and discrepancies and reply to employment verification requests.
- Maintain personnel records, manage Human Resources documents, post positions on job boards and assist with applicant tracking and routing to managers, support new hire onboarding and offboarding and update internal databases to ensure timely and accurate employee records.
- Perform all other duties as assigned.

Knowledge, Skills & Abilities

Minimum Qualifications:

- BA in finance, accounting, or related field or an equivalent combination of training and experience.
- Three years of experience in accounting, including accounts receivable, bookkeeping and payroll preparation.
- Self-directed with a strong attention to detail.
- Demonstrated understanding of non-profit financial standards and GAAP.
- Technology systems aptitude. Demonstrated proficiency of Microsoft Office Excel.
- Excellent Verbal and written Communications skills with diplomacy and tact.
- Demonstrated analytical and problem-solving capabilities, particularly in stressful environments.
- Knowledge of Learning Center SmartCare, or equivalent Learning Center system, to include family account management, billing, and reporting.
- Knowledge of procedures related to data management, accounting, electronic information systems and purchasing and inventory control.
- Strong integrity, discretion and ability to maintain confidentiality.
- Extremely detail-oriented and organized and able to work independently and accurately under general supervision.
- Ability to build healthy relationships and collaborate with people of diverse backgrounds and cultures.
- Timely customer service and excellent follow through skills.
- Experience using Paycom or equivalent payroll system.
- Experience with financial accounting system,

Preferred Qualifications:

- Experience with Yardi accounting system.
- Experience with HUD accounting.
- Experience with SmartCare or equivalent Learning Center billing system.
- Experience with State and Local Early Childhood Education Tuition Subsidies.
- Experience with government reimbursement grants.
- Experience with Abila MIP and/or Blackbaud's accounting system.
- Non-profit accounting experience.

Salary & Benefits: This is a full-time exempt position with an attractive benefit package including medical, dental and vision insurance(s), as well as sick time, PTO, flexible spending accounts, company paid Life and LTD insurance, a child-care discount in our fully accredited Early Learning Center and a matching 403(b) retirement plan. Salary is commensurate with experience and credentials. We are an organization that values diversity and strives to reflect the community we serve.

To Apply:

Interested candidates should submit the following items (as separate .pdf attachments) to careers@warrenvillage.org, Subject line: Accounting Specialist.

Please include a current resume, a cover letter addressing your professional accomplishment(s).