



Transforming Parents' Lives. Improving Children's Futures.

Accounting Specialist (Entry Level)

Warren Village is actively seeking an energetic, passionate and skilled **Accounting Specialist**.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) driving our culture and 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 society.

We are looking for creative, critical thinking people who believe that you can learn from failure and improve outcomes through reflection; creating opportunities for those most disadvantaged in our community to improve their lives.

Summary/objective:

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, coding and verifying transactions and journal entries. Performing routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports, learning center tuition billing [using Smart Care] and subsidy tracking, assisting with payroll preparation and time and attendance [using Paycom], and assisting with Human Resources administration. Reconciles accounts and bank statements. Complete moderately complex calculations. In addition, Accounting Specialist may also process accounts payable and receivable transactions. Has a basic understanding of bookkeeping and accounting principles. This position reports to the Senior Accountant with a dotted reporting relationship to the HR Manager 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.

Minimum Qualifications:

- AA in finance, accounting, or related field from an accredited university or college. *(Two years of related experience may be substituted for one year of education.)*
- One year of experience in Accounting, including Accounts Receivable, bookkeeping and payroll preparation.

Salary & Benefits: \$36,000 - \$55,000 annually DOE. Attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Accounting Specialist**

1. Resume
2. Cover letter addressing your experience and where you see this position taking you at Warren Village. (responses not to exceed 300 words each)

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.