



Cow Creek Government Office

Position Description

Position Title: Accounting Specialist

Department: Finance

Reports To: Accounting Manager

FLSA Designation: Non-Exempt

POSITION PURPOSE:

The Accounting Specialist is responsible for providing support and or backup to the accounting, finance, payroll, and grants management departments.

ESSENTIAL FUNCTIONS:

- Provide support and/or backup to Finance department staff functions including: Payroll, AP, Procurement, and General Accounting.
- Perform daily and weekly recurring tasks and maintain paperless filing system.
- Prepare month, quarter, and year-end reconciliations for various GL and bank / investment accounts.
- Assist finance team members with special projects and tasks as needed.
- Perform duties in an accurate and timely manner.
- Communicate daily with Finance staff.

QUALIFICATIONS:

- 2 year Associates degree in accounting, or related experience required.
- 2 years of Governmental (fund) accounting experience preferred.
- Proficiency with Microsoft Office suite with emphasis on Excel.
- Strong organizational skills.
- Experience in Abila and Microix AP & Payroll experience preferred.
- Ability to perform basic technical accounting functions.
- Excellent communication skills both written and verbal.
- Excellent analytical and organizational skills.
- Willingness to work with confidential information and maintain confidentiality.
- Ability to work as a team player as well as a self-motivator.
- Current valid Oregon Drivers' license.