

Consumer Credit Counseling Service of Forsyth County, Inc

DBA: Financial Pathways of the Piedmont.

JOB DESCRIPTION

FINANCIAL SPECIALIST

Primary Role

FLSA Status: Non-Exempt

Functions as an integral and critical part of the agency's fiscal operations. Maintains fiscal reliability of financial records. Assists CEO with budget preparations. Provides all financial reporting.

Minimum Qualifications

Associate or Bachelor's Degree or Equivalent and two years related experience. Possess a variety of accounting and/or financial data entry and reporting skills, knowledge, experience, and interpersonal abilities, including but not limited to computer, accounting software and telephone. Ability to work harmoniously with staff; good problem solving skills; operate computer and computer software efficiently; knowledgeable in QuickBooks Enterprise and Microsoft Office software; ability to work independently while being team oriented; and good communication skills required. Must be bondable.

Preferred Qualifications:

Bachelor's Degree in related field and two years satisfactory work experience in accounting and/or financial data entry, computer operations, accounting, clerical and customer service duties.

Immediate Supervisor: President/Chief Executive Officer (CEO)

Position Responsibilities:

- Perform financial and accounting related activities in a timely manner.
- Prepare finance journal entries and account reconciliation reports.
- Evaluate financial documents for correctness and completeness.
- Ensure financial and accounting reports are prepared in accordance to company/federal rules and regulations.
- Generate financial transaction records for collections, invoices, payments, expenses, revenues, etc. for future reference purposes.
- Review all accounting procedures and recommend improvements.
- Address financial issues and inquiries in a timely manner.
- Maintain accurate documentation for financial operations and transactions.
- Assist staff on the accounting practices and financial record keeping.
- Review profit and loss statements to identify gaps and find relevant solutions.

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- Maintain accurate financial data and reports for submission to senior management.
- Prepare daily cash flow reports and register all outstanding payment records.
- Perform month end closing activities such as revenue accounting, expense accounting, account reconciliation, etc.
- Manage account payables and receivables activities.
- Representative Payee Program operations duties.
- Manage agency Accounts Payable and Accounts Receivable.
- Other duties as assigned by supervisor.

Agency Responsibilities:

- Adheres to established agency policies and procedures.
- Promotes a positive image of the agency by demonstrating an understanding of the services available, and conducting oneself according to agency values and code of ethics.
- Maintains harmonious working relationships with co-workers, United Way, customers, educators, business associates, and other related service agencies through amenable and cooperative contacts.
- Assures confidentiality of information related to clients and other information of a confidential nature as established by the standards of the Council of Accreditation for Services to Families & Children (COA).
- Maintains active professional competency by participating in seminars, workshops, conferences, etc. for professional growth in areas pertaining to the position.
- Is proactive in meeting with the leadership team members as needed to discuss agency budgets and financial statements. Is proactive in meeting with supervisor to discuss operations, workload, and responsibilities and share concerns and suggestions.