

Accounting Specialist

Reports to: Executive Director
 Revision Date: May 2023

SUMMARY

The Accounting Specialist position performs accounting tasks that include Bill.com and Intacct software along with coding invoices and deposits, preparing invoices and supports RCEDC's outside accountants as needed and provides administrative support to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% of Time
<p>Accounting Tasks</p> <ol style="list-style-type: none"> 1. Enters invoices, reviews invoices, prepares forms utilizing the chart of accounts to code deposits and invoices; prints manual accounts payable checks and supports RCEDC's outside accountants in related invoicing & deposit matters. 2. Reviews accounts receivable invoices from RCEDC staff and/or recurring charges. 3. Assist the Executive Director with RCEDC private contributor tracking in Salesforce that includes creating renewal letters and invoices during the first quarter, tracking payments in Salesforce and Intacct, quarterly reviewing A/R reports with Executive Director to determine status of payments, prepare a third quarter renewal letter and invoice if needed, prepare, and send year-end tax letters to investors and follow up actions. 4. Assists with other accounting projects and reports. 5. Performs other accounting duties as requested. 	75%
<p>Administrative Tasks</p> <ol style="list-style-type: none"> 1. Executive Director support that includes general administration of calendar, scheduling meetings, typing/editing/proofreading letters and documents, and other projects and requests as assigned. 2. General office duties include assisting and directing general email and telephone inquiries, general operation of postage meter machine, order and maintain stock of office and break room supplies. 	15%

<ol style="list-style-type: none"> 3. Meeting coordination that includes sending out notices of monthly meetings of RCEDC Board of Directors and notices of quarterly meetings of Leadership Council meetings, compile and/or prepared meeting materials and distribute to members prior to meetings; track meeting RSVPs; create meeting minutes; obtaining signatures, maintain files of all meeting materials for audit purposes. 4. Work with RCEDC's lending staff, Business Lending Partners, to receive non-recurring meeting minutes. 	
<p>Human Resource Tasks</p> <ol style="list-style-type: none"> 1. Complete input and tracking of staff time-off requests, creation/update of internal reports, assistance with mailings and other projects as assigned. 2. Respond to work history inquiries. 3. Update and maintain files of RCEDC benefits that include but not limited to annual healthcare and dental renewal, 401k benefits, flex spending, directors' and officers' insurance, security bond insurance, as well as files relevant to job posting, onboarding and exiting of staff. 4. Update and maintain files for RCEDC staff onboarding and exiting activities. 5. Serve as a back-up to upload, review and approve payroll information for RCEDC and Racine County Convention & Visitors Bureau. 6. Maintain files of RCEDC staff of auto insurance cards and other matters specific to RCEDC operations. 	8%
<p>Other Tasks</p> <ol style="list-style-type: none"> 1. Assist in marketing or other support activities as necessary. 2. Special projects as assigned by the Executive Director. 3. Attend Leadership Council and staff meetings. 	2%
<p>Knowledge, Skills, and Abilities</p> <ol style="list-style-type: none"> 1. Knowledge or experience with working in an internet-based environment with proficiency in Word and Excel. 2. Ability to maintain a high degree of professionalism, confidentiality, flexibility, initiative, and have demonstrated attention to detail. 3. Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals and staff. 4. Ability to be diplomatic in challenging situations. 	

5. Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions.
6. Proven organizational and time management skills.
7. Ability to multi-task with a strong sense of meeting deadlines and provide follow up in a timely manner.

Knowledge of email, word processing, spreadsheet, and power point software applications required and of publishing programs a plus.

Education

1. High school diploma or GED and some specialized position-related training
2. General accounting experience

Certificates

- Valid driver's license with verification of appropriate insurance coverage

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Some standing, walking, sitting, stooping.
- Sitting for long periods of time.
- Fine motor skills.

Driving to various locations as required by meetings, appointments, etc.

RCEDC is an AA/EEO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status. Individuals from diverse backgrounds are encouraged to apply.