

HORIZON COMMUNITY LEARNING CENTER

ACCOUNTING SPECIALIST

QUALIFICATIONS:

1. High school diploma or GED required
2. Two (2) years basic accounting or bookkeeping experience in a fund accounting environment
3. Working knowledge of MS Office Suite Applications

REPORTS TO: Finance Director

JOB GOALS: To provide for the accurate daily accounting functions in the school finance office using GAAP compliance methods in accordance with school policy and Arizona state law.

ESSENTIAL DUTIES:

- Maintain accurate accounting by fund.
- Process purchase requisitions, purchase orders and invoices in the accounts payable process.
- Monitor department and capital budget expenditures.
- Create and interpret budget and expense reports.
- Reconcile bank statements and post to general ledger.
- Prepare bank deposits.
- Complete month-end and year-end reconciliation of accounts.

PHYSICAL DEMANDS:

These physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of the Accounting Specialist. Reasonable accommodations can be made to enable people with disabilities to perform the essential functions of this job.

While performing the responsibilities of this job, the employee is required to talk, hear, and touch. The employee is often required to stoop, sit at a computer desk, reach with arms and hands, and use their hands and fingers to stroke keyboards. Occasionally, lifting and pushing for medium work are required. Vision abilities required.

WORK ENVIRONMENT CONDITIONS:

While performing the responsibilities of this job, these work environment characteristics are representative of the environment at Horizon Community Learning Center. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this job.

The employee is subject to both inside and outside conditions. The noise level in the environment is quiet.