



Accounting Specialist II

Department: Finance

FLSA Status: Exempt

Salary Range: \$53,960-\$81,514

Duties and Responsibilities:

- ✓ Maintains and reconciles monthly fixed assets and depreciation journals
- ✓ Works closely and communicates with other Department supervisors to gather information regarding capital assets
- ✓ Performs detailed analysis and monthly reconciliation of Developer membership accounts
- ✓ Assists and independently completes more complex accounting projects and initiatives with other members of the accounting and finance team and with other departments
- ✓ Performs monthly analysis of general ledger accounts and financial statements by compiling and analyzing account information and provides results to Director of Finance on a timely basis
- ✓ Posts information for assigned accounting activities into the general ledger
- ✓ Conducts various monthly account reconciliations to ensure accurate reporting and general ledger maintenance
- ✓ Assists with various phases of the annual audit and year-end process assigned to finance staff and prepares assigned audit work papers, provides support and requested data to auditors as assigned
- ✓ Compiles information for preparation of the Tax Return and provides to Director of Finance for review
- ✓ Updates job knowledge by participating in educational opportunities and reading professional publications

Knowledge, Skills, and Abilities:

- ✓ Advanced skills with Microsoft Excel including Vlookups and pivot tables
- ✓ Ability and skill to work with large sets of information including compiling, computing and analyzing data and reports
- ✓ Proven ability to work both independently and collaboratively and to establish and maintain effective working relationships with different levels of employees and members of other Company departments including engineering, customer service, information technology and operations
- ✓ Knowledge of accounting methods, generally accepted accounting principles and auditing standards
- ✓ Knowledge of and ability to interpret and apply federal and state regulations as they relate to finance, accounting and payroll
- ✓ Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- ✓ Ability to organize work to meet multiple deadlines
- ✓ Attention to detail
- ✓ Ability to clearly communicate and understand information, both orally and in writing

Education and Experience:

- ✓ Bachelor's Degree with a concentration in accounting from an accredited college or university, supplemented by a minimum of 3-5 years of experience in industry or public accounting or similar work environment, with increasing roles in accounting and auditing. Advanced course work in accounting and auditing preferred.