



OPEN POSITION

Accounting Specialist – Job Announcement

The Planning Council – Plans that work to make lives better

POSITION OVERVIEW

At The Planning Council, we fulfill contractual agreements upwards of \$13,000,000 with:

- 1) **Child Care Aware of America** in vetting, training, and monitoring qualified care providers for military families who have a child/ren with special needs
- 2) **USDA's Child and Adult Care Food Program (CACFP)** for the recruitment and enrollment of childcare providers encouraging compliance for their reimbursement of eligible meals serving nutritious food to the children in their care
- 3) **US Housing & Urban Development (HUD)**, VA Department of Housing & Community Development (DHCD), local municipalities in the Hampton Roads area in managing the Homeless Management Information System (HMIS) and fulfilling significant roles, often as lead, to many Continuums of Care addressing homelessness.

There are many other ongoing projects in addition to these major contracts requiring accuracy, organization, and open communication as an imperative skillset to succeed. This position reports to the Chief Financial Officer and currently has no direct reports.

POSITION SUMMARY

The **Accounting Specialist** position is multi-faceted within the finance department. In addition to GL postings, processing AP/AR, and managing vendor relations, they also administer the processing of payroll and employee benefits for our strong but mighty team of 37. This position is designed to be a strong support arm for the CFO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs major aspects of the accounts payable process utilizing a fully integrated accounting software package (Blackbaud – Financial Edge) to distribute invoices, receive approvals, and process payments, as well as vendor maintenance and credit card reconciliations.
2. Performs major aspects of the accounts receivable process, including generating and submitting contract/grant-specific invoices and recording each transaction in a fully integrated accounting software package.
3. Processes bi-weekly payroll utilizing web-based software (ADP), verifying changes and updates, and assisting employees with any discrepancies involving weekly hours or benefits. Develops an effective relationship with our insurance broker regarding employee benefits.
4. Refines and coordinates the administrative functions of the new employee onboarding process.
5. Assists with the development, implementation, and management of financial systems and procedures, applying basic techniques to enhance department efficiency.
6. Compiles routine transaction reports related to business operational contracts (copiers, postage meter) ensuring the appropriate allocation of expenses across programs in accordance with an accrual accounting method.
7. Completes routine banking activities for multiple accounts, including stop payments, deposits, EFT file uploads, and fund transfers.
8. Performs program-specific financial tasks utilizing proprietary software as dictated by contracts/grants within applicable deadlines, integrating data among multiple systems into the accounting software.
9. Completes first-level review, analysis, and reconciliation of financial transactions and records, communicating identified issues immediately.
10. Provides excellent internal and external customer service by promptly answering questions, providing information, and assuring appropriate follow-through and/or resolution.
11. Assists in audits and the preparation of audit work papers.



OPEN POSITION

EDUCATION and/or EXPERIENCE

Bachelor's degree in accounting or equivalent combination of education and experience; some related experience preferred; experience utilizing automated software applications for accounting and payroll transactions preferred (Blackbaud Financial Edge and ADP Workforce Now).

QUALIFICATIONS

1. Ability to apply not-for-profit accounting principles. Ability to interpret and apply regulatory guidance.
2. Ability to process financial transactions electronically (web-based, proprietary software, and stand-alone software); proficiency in MS Office (Excel, Word, Outlook); excellent data entry and overall strong computer skills.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables using critical thinking to create reasonable accommodations to find resolve.
4. Ability to compose correspondence with clarity. Ability to effectively present information in one-on-one and small group situations to vendors and employees of the organization.
5. Edit reports or communications, numerical and narrative, for spelling, grammar, and accuracy before it gets published. Confident to ask for a second set of eyes when necessary.
6. Demonstrates reliability, flexibility, and a willingness to meet departmental goals and objectives.
7. Demonstrates ability to relate well with individuals of diverse racial, ethnic, religious, and socioeconomic backgrounds and of varying abilities.
8. Verification of clean criminal background check.

COMPENSATION

Annual salary for this position is \$45,000 to \$50,000.

CANDIDATE SUBMISSIONS

No phone calls please; recruitment will continue until the position is filled. Apply soon!

Qualified applicants should send [cover letter and resume](#) to the Chief Financial Officer, Kimberly Malone, at kmalone@theplanningcouncil.org.