

UPTOWN CONSORTIUM, INC. JOB DESCRIPTION

JOB TITLE: ACCOUNTING SPECIALIST

SUPERVISOR: Accounting Manager

REVISION DATE: May 2008

ORGANIZATION AND OVERVIEW:

The Uptown Consortium, Inc. (www.uptowncincinnati.com) is a non-profit community development corporation dedicated to the human, social, economic and physical improvement of Uptown Cincinnati which is located just north of downtown and includes the neighborhoods of Avondale, Clifton, Clifton Heights, Corryville, Fairview, Mt. Auburn and University Heights. The members of the Consortium are Cincinnati Children's Hospital Medical Center, Cincinnati Zoo & Botanical Garden, The Health Alliance of Greater Cincinnati, TriHealth and the University of Cincinnati. The Consortium's areas of focus are public safety, transportation, housing, economic development and integrated social services for neighborhood residents.

Accounting Specialist is a fulltime position and works under the direction of the Accounting Manager to advance the mission and goals of the Uptown Consortium, Inc.

PURPOSE OF THE POSITION:

Under immediate supervision of the Accounting Manager, the Accounting Specialist performs entry-level bookkeeping and accounting tasks related to general ledger, accounts payable and receivable. Provides support to accounting manager and performs other related work as necessary.

In addition, the Accounting Specialist will be responsible for a variety of routine accounting functions such as review and substantiation of accounts payable invoices, recording of receipts, routine data entry and general ledger review, and generating routine reports. The position entails following appropriate procedures to ensure timely and accurate preparation of financial statements.

MAJOR DUTIES AND RESPONSIBILITIES:

1. The position will perform duties necessary for preparing invoices, statements and recording of general ledger.
2. Sort, audit, and code invoices and other documents from vendors and service providers and enter into accounts payable system.
3. Compare invoice to payment request or contract; verify extensions, quantity received, sales tax, and freight charges; process for appropriate documentation and approvals for payment; take appropriate discounts.
4. Input and retrieve a variety of information using the accounting system. This includes general ledger, accounts payable and receivable.
5. Run accounts payable aging for review by accounting manager. Run check payment processing; prepare payments for signature.

6. Communicate and resolve any discrepancies.
7. Review remote site entry transactions to ensure accuracy.
8. Reconcile vendor statements; research statement discrepancies, resolve problems.
9. Run and review routine reports to ensure accuracy of financial statements.
10. Confer with vendors as necessary to resolve issues and answer questions.
11. Assist customers, departments, and employees by providing financial information, explaining procedures, and answering questions. Perform accounts payable file maintenance and retrievals as required.
12. Establish and maintain files and records for general ledger accounts. File vouchers and statements in accordance with departmental procedures or scans documentation with appropriate imaging technology.

CORE COMPETENCIES:

- Analytical Skills – Able to gather data (such as financial and real estate budgets), analyze that data and make sound recommendations for actions.
- Communications Skills – Able to make written and oral presentation (e.g. progress reports).
- Consensus Building Skills – Able to identify appropriate members for cross-section work groups (community, developers, Consortium members, etc.) and blend their efforts towards a common goal.

REQUIREMENTS:

Must possess Associate Degree or higher in accounting or related major. Applicants should have a minimum of 3-5 years experience in accounting related field and core competencies. Must have experience in Microsoft Excel & Word. The Consortium offers a competitive salary and benefits package.