Accounting Specialist

Full Job Description:

Title:  Accounting Specialist

Reports To:  Accounting Manager

FLSA Status:  Non-exempt, Full-Time

Key Responsibilities:

The Accounting Specialist will be responsible for preparing and analyzing activity in the financial reports and maintaining a record of assets, liabilities, expenses, and other financial activities. The successful candidate will have a strong knowledge of accounting while being highly organized, self-motivated, focused, and detail-oriented. This position will assist the Senior Accountant and Senior Director of Finance and Accounting as needed.

Responsibilities will include:

- Prepare, examine, and analyze accounting records to assess accuracy, completeness, and conformance to reporting and procedural standards, with a focus on all expense accounts.
- Record expense activity in the accounts payable sub-ledger, while computing and balancing data relating to financial statements and organizational operations.
- Support and reconcile accounts payables, including receiving invoicing, coding expenses to general ledger, and provide data to Senior Accountant for review.
- Reconcile credit card activity, coding and recording credit card expenses to accounts payable sub-ledger and general ledger in the accounts payable system; Create and provide credit card transaction reports monthly.
- Process grants, employee expense reimbursements, and vendor payments through check payment, ACH or wire transfers, and/or payroll deduction.
- Update and maintain the rolling forecast and budgets for expenses.
- Maintain travel expense reporting and update travel budget forecast.
- Maintain investment, deferred rent reconciliations, petty cash, and other accounts payable reconciliations.
- Maintains inventory accounts to include additions, deletions, quarterly/yearly journal entries and reconciliations.
- Cross-train on all other aspects of the accounting cycle.
- Perform special projects and research upon request.

Qualifications:

- A bachelor’s degree in accounting from an accredited university.
- 1-3 years of accounting experience.
- Experience with nonprofit accounting or related classwork (audit, tax, cost accounting) a plus.
- Strong in Microsoft Office Suite, especially Excel.
- Self-motivated and a critical thinker with great problem-solving skills.
- A positive attitude, willing to go above and beyond.
- Eager to assist with miscellaneous projects.

National Breast Cancer Foundation, Inc. is a non-profit organization based in Frisco, TX. We have a comprehensive benefit program and are looking for individuals passionate about our mission, "Helping Women Now".
• Must work well in a team environment

Physical Demands and Work Environment:
• Regular and consistent attendance in company home office
• Continually required to sit
• Occasionally required to stand and walk
• Continually required to utilize hand and finger dexterity
• Occasionally required to climb, balance, bend, stoop, kneel or crawl
• Frequently required to talk or hear
• Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
• Occasionally required to lift/push/carry items less than 25 pounds

To apply, please send your cover letter and resume to HR@nbcf.org