

Kappa Delta Sorority Job Description

JOB TITLE: Accounting Specialist

Date: April 4, 2013

SUPERVISOR: Director of Finance and Human Resources

Status: Full-Time Exempt

Kappa Delta Sorority is accepting applications for a full-time accounting specialist to work in the fast-paced environment at the National Headquarters located in Memphis, Tenn. This position reports to the director of finance and human resources.

Job Responsibilities:

Primary responsibilities include the day-to-day accounts payable activities, month-end financial statement process, assisting with the management of cash outflows, the forecasting/budgeting process and special projects as assigned.

The accounting specialist professional will specifically perform the following tasks:

- Provide G/L account coding and processing for expense invoices and reimbursements
- Respond to inquiries from management regarding back-up for payments to vendors or employees
- Maintain general ledger accounts, verify and post journal entries
- Assist with the monthly P&L forecast
- Assist with weekly 13-week cash forecast
- Assist with the monthly departmental budget-variance analysis
- Perform monthly G/L account reconciliations and month-end close activities
- Provide various analysis and financial reports
- Assist with annual audit preparation and other accounting functions/projects as needed

Job Qualifications:

- Bachelor's degree in Accounting or Finance with zero to three years' experience
- Experience with QuickBooks preferred but not required
- Proficient in PC skills (MS Excel, Word, PowerPoint required)
- Thorough understanding of accounting terminology and fundamentals
- Exceptional written and verbal communication skills enabling effective communication with all levels of management
- Analytical skills and problem-solving in a fast-paced environment
- Strong organizational skills to multitask and work independently in detail-oriented environment
- Team-oriented professional

Job responsibilities and tasks are subject to change based on the needs of the organization and at the direction of the supervisor or executive director.