Position Title: Accounting Specialist
Department: Accounting
Reports To: Vice President and CFO
Date Created: October 2021
Level of Decision Making: Medium
Classification: Full time, Non-Exempt Position

Agency Mission
“InterFaith Works affirms the dignity of each person and every faith community, promotes racial justice and religious equity, and builds relationships and understanding among us.”

Agency Vision Statement
“InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region’s people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community.”

Position Summary:
The accounting specialist will be have responsibility for executing the billing function of the Agency by preparing invoices, recording payments, and preparing reports of expenditures for all reimbursement methods of payment. Will also assist with completion of client account payments in the refugee program and provide back-up coverage for processing payroll.

Qualifications:
This individual should have a high level of initiative and creativity, proven ability to be an effective communicator in person and on the phone, ability to handle a variety of tasks and responsibilities effectively, the ability to work with diverse groups of people with diplomacy and discretion. The individual must demonstrate a solid work ethic and punctuality.

• An Associate’s Degree in business administration, accounting or finance.
• A valid New York state driver’s license and reliable transportation.

Technical Skills:
• Strong financial, quantitative and analytical skills, with an ability to make independent judgements on billing issues.
• Thorough understanding of accrual accounting.
• High level of skill using formulas in Microsoft Excel
- Proficiency of the Microsoft Office (Word, Excel, PowerPoint)
- Detail oriented, with a strong emphasis on accuracy
- High level proficiency with Quick Books Accounting Software
- Experience with contract management

**Personal Skills:**
- Exceptional problem-solving and multi-tasking skills
- Comfortable working in a fast-paced, high-volume environment
- Excellent interpersonal and communication skills, including presentation and report writing
- Work collegially with other staff

**Essential Functions:**
- Maintain strong customer service through daily communication with staff and clients and funders
- Manage the status of accounts, identify inconsistencies and resolve client billing inquiries
- Provide solutions to any billing related concerns
- Create and maintain client accounts, including changes in name, address, service and rates
- Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data
- Prepare and send invoices
- Assume the receiving and sorting of incoming payments
- Verify billing accounts with accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Assist Chief Financial Officer in preparation for the annual audits and financial program monitoring visits from funders.

**Agency Tasks:**
- Follow IFW policies
- Other responsibilities as assigned by supervisor

**To Apply:** Please send resume and cover letter to Melissa Morral at mmorral@ifwcny.org.