

JOB TITLE: Accounting Specialist
DEPARTMENT: Operations
REPORTS TO: Director of Operations
LOCATION: Omaha, NE
FLSA STATUS: Exempt
DATE PREPARED: 11/2021

JOB SUMMARY:

This is an opportunity at a growing research, strategy, marketing, and advertising agency. The Accounting Specialist is responsible for providing financial, administrative, and clerical support by receiving payments for goods and services, and properly recording transactions and receipts, in accordance with established policies and procedures. This position includes ensuring the accuracy of payments and processing and the investigation and resolution of any discrepancies. Responsibilities also include greeting and welcoming guests, answering phones and other administrative duties.

ESSENTIAL JOB DUTIES:

- General Accounting functions
- Recording and reconciling accounts payables, receivables, collections, and general ledger management
- Cash management - posting customer payments by recording cash, checks and credit card transactions and entering them into Workamajig or other accounting software daily
- Entering data on invoices and ensuring proper coding and allocations
- Entering daily deposit electronically and reconciling bank account balances weekly
- Knowledge and experience using online bill pay systems
- Preparing customer statements, bills and invoices
- Learning and maintaining billing system and ensuring proper billing to clients and vendors
- Posting deposits in Workamajig and making deposits in the bank
- Applying charges to customers as determined by Client Services
- Coordinate with client services and clients on past due balances
- Maintain records of customer balances
- Maintain digital and paper filing system for the accounting department
- Preparing monthly invoices to third party vendors
- Monthly credit card reconciliation
- Expense reporting

In conjunction with the accounting specialist role, this person will sit at the front desk and complete the following duties:

Manage the front desk, reception area as follows:

- Phones - answer, route, take messages etc.
- Receive deliveries - sign and distribute packages and supplies
- Hospitality - Greet and provide general support to visitors, alert staff for client arrival
- Handle customer inquiries and complaints and direct them to the appropriate individual
- Communicate in a professional and courteous manner with co-workers, visitors, and clients
- Provide backup support to other team members

- Perform other general administrative duties as assigned

EDUCATION AND QUALIFICATIONS:

- High School Diploma or GED (Associates Degree preferred)
- 2-4 years of accounting experience including payables and receivables
- Ability to calculate, post and manage accounting figures and records
- Ability to work independently or as a team member
- High organization and prioritization skills
- High degree of accuracy and attention to detail
- Ability to multi-task
- Customer service and problem-solving skills
- Basic understanding of bookkeeping and principles of accounting
- Proficiency in MS Office, google apps for work including the ability to develop and maintain EXCEL spreadsheets
- Familiarity with Workamajig and other accounting programs or software preferred