

JOB DESCRIPTION

JOB TITLE: Associate III, Accounting
DIVISION: Finance & Human Resources
DEPARTMENT: Accounting
DIRECT SUPERVISOR: Accounting and Contracts Director

OFFICE LOCATION: Chapel Hill
SERVICE AREA: CH/ Durham/Wake
CLASSIFICATION: Non-exempt
HOURS PER WEEK: 40

JOB SUMMARY:

Prepares and maintains accurate and up-to-date CCSA financial records and accounts.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Enter and maintain financial data for Accounts Payable (A/P), Accounts Receivable (A/R) and Cash Management using Microsoft Great Plains Dynamics accounting software
- Receive and verify invoices and purchase requisitions for goods and services
- Verify that transactions and coding comply with accounting policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Enter and maintain up-to-date customer and vendor data
- Reconcile A/P and A/R subsidiary ledgers
- Assist in the preparation of 1099 Miscellaneous tax forms
- Prepare and file both the monthly North Carolina Department of Revenue Sales and Use Tax returns and the semi-annual North Carolina Department of Revenue Sales and Use Tax refund claims
- Coordinate the agency's travel needs including scheduling hotel, rental car and flight accommodations and ensure that travel needs are met within the constraints of the travel policy and department budgets.
- Book all travel arrangements with the exception of the President's travel arrangements.
- Discuss travel alternatives with employees to minimize overtime and excessive cost to the agency.
- Manage each travel request form to ensure it is completed accurately with all relevant details, signatures and attachments. Confirm, in writing, all travel arrangements with the employee as soon as reasonably possible.
- Perform other tasks as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Excellent customer service skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro, Excel and Microsoft Great Plains Dynamics
- Attention to detail with ability to accurately handle large volumes of work

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's degree in Accounting, or a business related major, or an Associate's degree in Business or Accounting with extensive experience

- Two years of accounting experience, and experience with computerized accounting, preferably Microsoft Great Plains Dynamics
- Computer literacy using Microsoft Excel and Word

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect.
- May require need for flexible schedules, including occasional evening and weekend work.
- May work in shared space.

Please Submit Cover letter and resume to HR@childcareservices.org

TYPICAL HIRING RANGE: \$31,200 - \$35,880

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

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