



Accounting Specialist

Position Overview

The Business Service Specialist plays a key role in ensuring the accuracy and integrity of financial operations. This position is responsible for processing, recording, updating, and reconciling fiscal data, while providing expert guidance and support on accounting matters. The role contributes to the financial health of the organization through diligent recordkeeping, analysis, and collaboration.

This is an on-site position (not remote), with an immediate start date.

Key Responsibilities

- **Financial Processing & Recordkeeping** Accurately process and maintain financial transactions and documentation to ensure reliable and accessible records.
- **Data Analysis & Reconciliation** Analyze and reconcile financial data, including billing discrepancies, to maintain precise account balances.
- **Accounts Payable Operations** Manage daily accounts payable activities, ensuring timely payments and compliance with internal procedures.
- **Cash Flow Monitoring** Verify cash availability and monitor account balances to support adequate funding and financial accuracy.
- **Accounting Expertise & Support** Provide technical guidance to staff, clients, and administrators on accounting practices and financial procedures.
- **Process Improvement & Compliance** Recommend and develop accounting procedures to strengthen internal controls and ensure compliance with established standards.
- **End-User Procedure Development** Design and implement user-friendly financial procedures and documentation tailored to client staff.
- **Reporting & Documentation** Prepare financial reports and written materials to document activities, support decision-making, and communicate key information.
- **Relationship Management** Foster positive working relationships with vendors, clients, and internal teams to support smooth financial operations.

Other Functions

Performs other related duties as assigned to support the smooth, efficient, and effective operation of office and financial functions.

Job Requirements

Experience

- Minimum of 2–3 years of experience in accounting, bookkeeping, or financial operations
- Experience with accounts payable, account reconciliation, and/or financial reporting
- Experience with the governmental, education, or insurance field preferred

Technical Skills

- Proficiency in accounting software (e.g., QuickBooks, SAP, Oracle, or similar platforms)
- Strong knowledge of Microsoft Excel, including formulas, pivot tables, and data analysis tools
- Familiarity with financial regulations, internal controls, and audit procedures

Analytical & Organizational Abilities

- High attention to detail and accuracy in financial data entry and reconciliation
- Ability to analyze financial discrepancies and resolve issues independently
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines

Communication & Interpersonal Skills

- Clear and professional written and verbal communication skills
- Ability to collaborate effectively with internal teams, vendors, and clients
- Customer service mindset with a proactive approach to problem-solving

FLSA Status: Exempt

Contact Name: Laura Felten

Employment Type: Full-time

Salary Range: \$60,000 – \$66,000

Location: On-site (not remote)

Start Date: ASAP

Please submit resume to rflores@vsit.org