Job Announcement

| Position: Accounting Specialist | Department: Administration |
| Location: Hughesville, MD       | Employment Status: Full-Time |
| FLSA: Non-Exempt               | Grade: 13                   |
| Compensation: $20.04 to $30.06 per hour |
| Opening Date: June 9, 2020     | Closing Date: Until Filled |

Summary of Job Description: The Accounting Specialist is directly responsible to the Finance Director for the competent performance of the Agency’s payroll, Accounts Payable/Accounts Receivable, and payroll reporting.

Summary of Requirements: Bachelor’s Degree in Accounting, Finance, Business Management or equivalent and three (3) years experience in business administration or accounting. Or an Associate’s Degree in Accounting, Finance, Business Management or equivalent and five (5) years experience in business administration or accounting. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Working knowledge of SAGE/MIP accounting Software. Must maintain confidentiality at all times. Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Responsible for Agency payroll.
- Set up new employees and make necessary changes for existing employees in MIP payroll system.
- Prepare payroll entry data from timesheets accurately.
- Prepare and transfer payroll entry data into Agency’s accounting system.
- Maintain payroll ledger by quarters.
- Prepare quarterly 941 forms.

Prepare and transmit, Federal Tax Deposit on time and prepare check for State tax deposits and other payable withholding items as required.

Responsible for Accounts Payable for Agency programs.
- Codes all AP transactions to proper ledger accounts.
- Maintains the GL and all books of original entries.
- Prepare invoicing and timely monthly financial statements to funding sources for services.
- Provide appropriate follow up on outstanding debts due to the Agency.
- Prepare accurate allocations, distributions, and timely payments of billings for Agency programs.

Responsible for Accounts Receivable for Agency programs.
- Prepare cash receipts and enter into accounting system.
- Research outstanding invoices and resolve issues with vendors.
- Research complex coding errors and make necessary journal entries to correct.
- Verifies and proves all computations, etc. on vendor invoices.

Assist in the preparation of the Audit and reconciliation of accounts.
Attend all available training to keep current of funding requirements.

Other duties as assigned.

**Licenses or Certificates:**  
None

**Special Requirements:**  
State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

**Physical Demands:**  
Work requires limited physical effort.

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| **Mail to:** SMTCCAC, Inc. - Human Resources Dept.  
P.O. Box 280 Hughesville, MD 20637 |
| **On line at:** www.smtccac.org |

**Required Documents:** The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application’s via Fax.

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