## KB Logo Low Res FC PC

## JOB DESCRIPTION

**TITLE:** Accounting Specialist I

**TERMS:** Non-Exempt; Part-Time;24 Hours/Week; No Routine Work-from-Home Opportunity

**PURPOSE:** Apply accounting principles and funding regulations to examine, process, and maintain routine functions for Accounts Payable. The position is responsible for assisting with other various accounting tasks.

**COMPANY:**  Klein Buendel, Inc. is a small woman-owned health communication research and technology firm that designs, develops, and evaluates public health interventions in collaboration with academic, public, and private partners. We fuse researchers in health communication, psychology, and behavioral science with a dynamic development team to create and test effective health programs.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

* Review incoming invoices to ensure the expenses are compliant with detailed grant stipulations and government rules and regulations related to government funding.
* Code each expense appropriately, create check requests, and obtain approval signatures.
* Perform basic troubleshooting to obtain missing documentation or research unusual charges.
* Enter approved check requests into the accounting system based on specific jobs’ requirements.
* Prepare and submit Cash Requirements Report, with invoices to be paid for Finance Manager’s review and approval.
* Research and resolve any Accounts Payable issues.
* Assist with maintenance of Vendor and General Ledger database.
* Assist with month-end and year-end closing.
* Maintain filing system, and assist with record retention.
* Assist with annual external audit.
* Assist department Manager and Director as required.

**MINIMUM QUALIFICATIONS:**

* Two years of office experience required; filing, data entry and accounts payable preferred.
* Excellent organizational and analytical skills required.
* Computer skills should include Microsoft Office, with an intermediate working knowledge of Excel.
* Ability to work independently on a daily basis with minimal supervision.
* Ability to communicate effectively with internal and external entities required.
* Attention to detail a must.