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| TITLE: | Program Accounting Specialist |
| REPORTS TO: | Chief Finance Officer |
| FLSA CLASSIFICATION: | Part-Time Non-Exempt (20 hours per week) |
| DATE: | January 2022 |
| GRADE: | 4 |
| WORK LOCATION: | Assigned Service Center; hybrid/remote flexibility available |

SUMMARY OF POSITION

Working under general supervision and in partnership with the CFO, the Program Accounting Specialist will be the liaison between the council's finance department and our membership and interface with the public regarding other finance matters. They support all tasks and activities regarding troop banking by working with troop/group volunteers and bank representatives to resolve any issues and serve as primary point of contact for membership regarding requests, application, and processing for camperships, scholarships, and other financial assistance programs. This position will also provide support, backup coverage within the finance department.

ACCOUNTABILITIES

- Provide superior customer service to staff, volunteers, families, and anyone who may inquire about Girl Scouting, troop banking, or membership finance matters.
- Establish and foster relationships/points of contact with local banking/financial institutions that provide checking accounts to our troops/groups. Based on institution procedures, develop and communicate clear processes for troops/groups to establish new accounts and assist troops/groups with new account opening.
- Develop and foster relationships with Service Unit Finance Specialist volunteers and establish regular and timely communication channels for communicating finance processes, updates, and information. May assist membership engagement staff in recruiting finance specialist volunteers.
- Respond to concerns regarding troop/group financial issues and assist with account audits as assigned.
- Manage application, review, and notification process for camperships, scholarships, and financial assistance programs. Serve as the liaison and staff support for scholarship and campership committees.
- Maintain systems for record retention for camperships, scholarships, financial assistance, and troop/group account audits.
- Ensure effective inter- and intra-departmental communication and with membership.
- Produce error-free correspondence and reports.
- Maintain the utmost confidentiality regarding any Council financial matters.
- Assist the finance team with preparation for the annual audit
- Manage or assist with special projects as assigned within the finance department or on cross-functional teams.
- Regularly review procedures to ensure alignment with established financial policies. Maintain up-to-date knowledge of acceptable industry policies and procedures and recommend changes as needed.
- Actively participate in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Other - Performs other duties as necessary or assigned.

QUALIFICATIONS***Core Competencies***

- Achieve Results
- Problem Solving
- Time Management
- Customer Responsiveness
- Relational Intelligence
- Financial & Mathematical Acumen
- Ability to work collaboratively

Education, Experience, & Certifications

- Undergraduate degree highly desired; AA degree in accounting, business or similar field or equivalent combination of education and related experience required. ·
- Minimum of two years demonstrated successful accounting/bookkeeping experience required.
- Minimum of two years demonstrated excellence in general administrative work and customer service.
- Knowledge of GAAP required.
- Prior experience with Salesforce or other CRM is preferred. Experience with Financial Edge and/or Abila is an asset.

Skills & Competencies

- Actively supports and promotes the Council's Inclusiveness Plan and commitment to diversity.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all Council operations with positive and creative approaches to challenges.
- Ensures that materials prepared and produced for the council's internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Embraces fund development as an essential component of job-related responsibilities by contributing personally and seizing opportunities to make the Girl Scout case for support.
- Attends and facilitates administrative, service unit, department, and team meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.

Additional Requirements

- Subscribe to the principles of the Girl Scout Movement and become and remain a registered member of GSUSA, Girl Scouts Carolinas Peaks to Piedmont.
- Successfully pass criminal and driver background investigation.
- Dependable transportation to work. Willingness and ability to occasionally travel throughout the council's geographic area.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls, including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 35 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, and extensive reading.

DISCLOSURE & ACKNOWLEDGEMENT

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scouts Carolinas Peaks to Piedmont are employees "at-will". By signing below, I acknowledge I have read, understand, and am able to successfully perform the responsibilities and requirements of this position as described.

Employee Signature

Date