

**Job Title:** Accounting Systems Specialist  
**Department:** Finance/Accounting/HR  
**Reports to:** Chief Financial Officer (CFO)  
**Part Time:** 15-20 hours per week



**Job Summary:**

The Accounting Support Specialist will play a crucial role in enhancing the efficiency and effectiveness of the accounting department by helping facilitate the transition from manual to automated processes. This individual will serve as the in-house expert on various accounting and payroll systems, including the SGA Fund Accounting system, payroll, benefits among others.

The ideal candidate will build an understanding of these systems, enabling them to support automation efforts, provide appropriate responses to employee queries, and contribute significantly to the department's move towards a paperless environment.

**Key Responsibilities:**

- Bookkeeping: Enter transactional information into SGA Fund Accounting daily as prepared and reviewed by CFO. Print checks, generate invoices.
- Act as the primary point of contact and expert for inquiries related to the SGA Fund Accounting system, ADP, and any future systems implemented for finance and accounting automation.
- Support the conversion of manual clerical and accounting processes to automated systems to increase departmental efficiency.
- Participate in the process of automating and going paperless, including the preparation and entry of journal entries, accounts payable, and other financial transactions until full automation is achieved.
- Conduct bank and deposit reconciliations and assist in the implementation of a deposit scanner to streamline deposit processes.
- Maintain and update spreadsheets tracking the balances of various custody and restricted accounts.
- Assist in automating the HR onboarding process, contributing to a smoother and more efficient hiring system.
- Play a pivotal role in projects aimed at evolving current systems to meet future needs, including helping to document processes for easier replication and training.
- Serve as a key contributor in documenting and refining processes to support the transition to automated systems.
- Follow-through on daily accounting tasks and checklists as well as respond quickly (as possible) to internal and external customers.

**Qualifications:**

- Detail and process oriented.
- Ability to learn new systems and processes.
- Excellent problem-solving skills and the ability to work independently.
- Strong communication skills, both verbal and written, with the ability to explain systems in an understandable manner.
- Detail-oriented with a commitment to accuracy.