

## **SER – JOBS FOR PROGRESS NATIONAL, INC.**

SER is a National network of community-based employment and training centers located in 19 states, the District of Columbia, and Puerto Rico. SER's primary focus is to empower socially and economically disadvantaged Americans, especially Hispanics, with the knowledge, skills, and abilities that will prepare them for full participation in American society.

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**TITLE: Accounting Specialist II**  
**REPORTS TO: Accounting Supervisor**

**JOB POSTING:** An experienced financial professional with appropriate industry experience, preferably in the not-for-profit field. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. A strategic partner with sound analytical ability, good judgment and strong operational focus. A well organized and self-directed individual and a team player.

**SUMMARY:** Responsibilities and function includes general accounting, payroll, and accounts payable. Assists the development of the fiscal department under the guidance of the supervisor.

### **DUTIES AND RESPONSIBILITIES:**

- Assists in the planning, development, organization, implementation, direction and evaluation of the organization's fiscal function and performance.
- Assist in preparation of corporate budget
- Prepare month end accruals, work comp entries, and correcting entries
- Reviews and monitors invoices submitted for reimbursement by partner agencies; ensures cost charges are reasonable, necessary and allowable in accordance to budget.
- Monitors accounting system and internal control of partner agencies. Duties include reconciling variances of accounts and the general ledger system, preparing related journal entries documenting findings, and problem solving when issues arise; reports issues requiring attention to management.
- Develop and maintain the planning and budgeting functions and preparing financial management reports and procedures of partner agencies.
- Assist in the process of compiling project reports for partnering agencies.
- Prepares reports to management related to financial standing of partnering agencies.
- Assists with the execution of contracts with partners of federal, state, local and other grants, including negotiation and preparation.
- Assists in the development of more efficient auditing procedures.
- Makes site visits to assigned SER sub-contractors to collect data and assess performance.
- Assist in the preparation of the annual independent audit of the Corporation.

- Maintains the Departments records, proposals, and contracts relation to sub-grantees.
- Performs other duties as assigned with or without accommodations

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

**EDUCATION / EXPERIENCE:**

- Bachelor's Degree in accounting, finance, business administration or a related field, or equivalent years of demonstrated experience in the accounting field.
- Previous federal, state and/or not-for-profit budget or accounting experience preferred.
- Ability to handle pressures related to meeting deadlines, working on multiple tasks requiring concentration and attention to detail, and organizing projects in the context of the whole organization.
- Computer skills necessary to prepare accounting reports and analysis. Experience using MIP program is preferred.
- Interpersonal skills necessary to effectively work with partners and employees and to effectively negotiate contracts with funding partners. Excellent oral and written communication skills. Bilingual (English/Spanish) preferred.