



JOB DESCRIPTION

TFA Accounting Specialist

The TFA Accounting Specialist will be responsible for preparing general ledger entries for Temporary Financial Assistance (TFA) by maintaining SSVF records and files and reconciling accounts. The overall goal of the position is to ensure that SSVF's TFA invoices are processed and payment remitted to vendors, as required by SSVF program guidelines to fulfill grant requirements.

Reporting Structure

The TFA Accounting Specialist reports to the Program Director

Qualifications

Bachelor's degree; a minimum of five years of financial project management experience in a community setting. Past experience with veteran populations is a plus. WestCOP seeks professionals with demonstrated ability to help low-income individuals to achieve constructive change.

Duties and Responsibilities

- Keeps track of all payments and expenditures, including purchase orders, invoices, statements, etc. related to TFA only. Maintains historical records.
- Reconciles processed work by verifying entries and comparing system reports to balances. Maintains and balances an automated consolidation system by inputting data and verifying data.
- Analyzes information and options by developing spreadsheet reports and verifying information.
- Works directly with the program vendors related to the accounts. Pays vendors by processing pay orders, scheduling checks, and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- Prepares analysis of accounts and produces monthly reports. Participates in weekly staff meetings. Answers accounting and financial questions by researching and interpreting data.
- Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements.
- Works directly with the Program Director and Management Team to ensure funds are expedited and balanced in their respective TFA categories.
- Assist the Program Accountant at the Program Director's discretion for special projects, audits, and times of reporting.
- Travels in the field as needed to make payments and inspect vendor operations.
- Requires the ability to work weekends as needed, be on call by demand, and work remotely.
- All other duties as assigned