



# AMERICAN INDIAN GRADUATE CENTER

## POSITION CLASSIFICATION AND DESCRIPTION

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**POSITION TITLE:** Accounting Specialist  
**CLASSIFICATION:**  
**DEPARTMENT:** Finance  
**SUPERVISOR:** Controller  
**GRADE:**

**Position Summary:**

Under direct supervision of the Controller accomplishes objectives of the Finance Office, by performing a variety of accounting functions, including maintaining accounts and financial records and all accounts receivable activities. Preparing reports for funders, governments and other regulatory agencies. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Processes cash receipts and reconciles cash receipts report, monthly.
- Prepares bank deposits and maintains deposit files.
- Assists the Controller with month-end and year-end close process and in the preparation of monthly and annual financial reports.
- Assists the Controller in the preparation of monthly, quarterly and annual grant compliance financial reports.
- Assists the Controller with audit and resolving discrepancies.
- Collaborates with various internal departments to ensure that they fulfill all donor and external partner requests.
- Sends invoices and manages accounts receivable.
- Performs monthly bank reconciliations.
- Maintains accurate records, including ledgers, journals, receipts, and invoices.
- Maintains state charity registrations, including gathering need documents for other departments.
- Researches accounts, as needed.
- Prepares reports for various government agencies.
- Ensures accuracy, completeness and timeliness of all processing.
- Maintains all appropriate documentation and generates reports, as required.
- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.

**Minimum Qualifications:**

Bachelor's degree preferred, associate degree required in Accounting, Finance or other related field and two to four years accounting experience; or equivalent combination of education and experience. Experience with Abila MIP a plus.

Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

**Knowledge, Abilities, Skills and Certifications:**

- Knowledge of Generally Accepted Accounting Principles (GAAP), including accounting, bookkeeping practices and record keeping procedures, as well as appropriate local, state and federal regulations and requirements.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of research methods and techniques.
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to maintain, interpret and analyze financial records.
- Ability to maintain, interpret and analyze human resource records.
- Ability to apply concepts, such as fractions, percentages, ratios and proportions to practical situation.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to maintain confidentiality and high standards of ethics.
- Ability to follow oral and written instruction.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees and officials.
- Ability to meet strict timelines.
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).
- Skill in using computerized accounting software programs, office equipment, including 10-key adding.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

**Work Environment:**

Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.