



POSITION ANNOUNCEMENT Reno, NV

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Accounting Specialist Finance

Application Deadline: June 21, 2019

Salary Range: \$17.31 – \$26.92 per hour, DOE
FLSA Status: Non-Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization is seeking applications to fill the position of **Accounting Specialist in Reno, NV**. This position will build on the NCJFCJ's exceptional 80-plus year record of improving courts and systems' practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

This full-time Accounting Specialist position is located in Reno, Nevada. With a population of over 235,000, Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, hunting, fishing and mountain climbing are all activities Reno residents and visitors enjoy. For more information please visit <https://www.washoecounty.us/>.

The selected candidate will support the Accounting Manager and work independently as well as in a team environment.

The successful candidate for the **Accounting Specialist** position will provide accounting support and perform tasks including:

- Database Management, knowledge of MemberSuite a plus
- Coordinate accounting for receipt of payments and invoicing for conference and meeting registrations
- Assist with travel and conference documentation

- Prepare event registration packets
- Perform technical accounts maintenance in accordance with GAAP
- Prepare monthly, quarterly, and yearly reconciliations
- Control complex accounts Payable/receivable functions
- Assist in processing payroll
- Provide support in specialized accounting functions as assigned

For more information regarding the work experience, educational requirements and essential job functions, please refer to the **Accounting Specialist** job description attached.

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following no later than FRIDAY, JUNE 21, 2019:

- Tailored Letter of Interest,
- Résumé or CV,
- Completed NCJFCJ Application

Submission by email in MS Word or PDF format is preferred. Please direct all of the required application materials to: hr@ncjfcj.org

Hard Copy:

National Council of Juvenile and Family Court Judges
Attention: Human Resources Department
P.O. Box 8970
Reno, NV 89507

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

ACCOUNTING SPECIALIST

Job Data	Pay Grade: AOS3 FLSA Status: Non-Exempt Reports To: Accounting Manager, Chief Financial Officer Date: April 15, 2014
Job Summary	<p>The Accounting Specialist position will work in close collaboration with staff and other professionals, utilizing specified procedures, in support of the organizations' overall accounting processes. This position will process accounts payable, receive payments, prepare invoices, process payroll, reconcile the general ledger, prepare bank deposits, maintain database, and file records and statements.</p>
<p><i>In the performance of their respective tasks and duties, <u>all employees</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of the NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, staff, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization's resources 	
<p>The following generally describes the essential functions, the minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Perform technical accounts maintenance in accordance with Generally Accepted Accounting Principles and the standards of the Governmental Accounting Standards Board • Reconcile and monitor specific accounting and fiscal functions • Control complex accounts payable/receivable functions • Assist with fiscal management and auditing of membership dues, donations/pledges, event registrations, travel requests, and travel expense vouchers • Prepare monthly, quarterly, and yearly reconciliations • Establish and maintain automated billing systems • Complete fiscal year openings and closings in accordance with Generally Accepted Accounting Principles and the standards of the Governmental Accounting Standards Board • Respond to requests for information and assistance from staff, members, and the general public • Responsible for timely and accurate reporting of data • Provide support in specialized accounting functions as assigned • Assist supervisor in various tasks as needed • Other duties as assigned*

JOB DESCRIPTION ACCOUNTING SPECIALIST

<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Undergraduate degree from an accredited university in accounting or finance (advanced degree preferred) • Two years' experience directly related to the specified duties and responsibilities, or • Equivalent combination of education and experience in a relevant field • Experience in non-profit or grant-funded environment preferred
<p>Knowledge, Skills, and Abilities ("KSAs")</p>	<ul style="list-style-type: none"> • Knowledge of accounting principles • Knowledge of administrative, clerical, office procedures, and systems • Knowledge of accounts receivable/payable and cash applications procedures and practices • Knowledge of payroll processes using automated system to produce accurate and timely multi-state payroll • Ability to access and review systems necessary to collect, maintain, and analyze registration, membership, and donor accounting and payment data • Ability to gather and format data, compile information, and generate summary, statistical, and presentation reports • Ability to learn organizational procedures, protocols, and systems • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, and database systems (iMIS, Sage Abra, MIP, Crystal Reports) • Ability to manage files and maintain records in compliance with state and federal standards, and recordkeeping policies • Strong, effective communication skills, both verbally and in writing • Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • Knowledge of proper telephone and email practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p><i>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office • Evening, weekend, holiday, and overtime work may be required • Occasional travel, locally and nationally, may be required

****The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.***