

**Accounting Project Specialist
Job Description
May 2016**

The Accounting Project Specialist will monitor and evaluate all day-to-day accounting activities. The Project Specialist is responsible for developing and implementing systems for collecting, analyzing, verifying and reporting financial information.

Work is performed under the direction and supervision of the Controller and/or Assistant Controller, with support from other staff members. Work will be reviewed for compliance with Neil Kelly Company standards of paperwork and processes, and for mathematical and technical accuracy.

Work hours will generally be 8:00 a.m. to 5:00 p.m., or another 8-hour shift determined. The regular 40-hour work week will be Monday through Friday. There will be occasional overtime or Saturday work.

Responsibilities

Initially, this role will be engaged in a special project to perform a comprehensive review and documentation of all of the duties, processes, and internal controls in place in and around the accounting department. The Accounting Project Specialist will then collaborate, within a task force setting, to design more effective, efficient, and sustainable accounting processes and controls for use within the department and for related interactions with other company departments. The Accounting Project Specialist will be asked to supervise the final phases of this project by ensuring that these newly designed processes and controls are incorporated into written policies and procedures manuals and that they are implemented and are functioning as designed. It is expected that this project will take 2 to 3 months to complete.

Thereafter, it is our intention that the primary responsibilities of this position will shift to include, but will not be limited to the following:

- 1) Manage and oversee the daily operations of the accounting department
- 2) Perform daily cash management functions and reconcile cash accounts monthly
- 3) Monitor and analyze accounting data and produce financial reports or statements
- 4) Assign projects and direct staff to ensure integration, consistency, compliance and accuracy
- 5) Establish and maintain fiscal files and records to document transactions

- 6) Assist with the preparation of the monthly financial statements and supporting schedules
- 7) Assist with the coordination and completion of the annual reviews and tax returns
- 8) Assist with the bookkeeping for a related party entity
- 9) Provide support as a backup to the payroll specialists
- 10) Not all work performed is specifically described and other duties may be assigned

General Requirements

This is an office position, which requires being seated at a desk most of the day. This person will be required to use a computer and calculator, write, use a telephone and other office equipment.

The Accounting Project Specialist is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to people, planet, and profit – all three, Neil Kelly Company is a Benefit Corporation (State of Oregon) and is certified nationally through the B-Corp. Company employees are expected to support our efforts in that regard. It is expected that company employees will use the adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management.

This position requires, at a minimum, a BS in Accounting or Finance, a CPA license and at least 3-4 years of audit or equivalent experience. The Accounting Project Specialist must have a high attention to detail and accuracy and the ability to direct and supervise, including strong verbal and written communication abilities. A qualified candidate will have proven current knowledge of accounting and tax principles, audit standards, and internal controls. Advanced computer skills on MS Office, accounting software and databases is required and knowledge of Timberline accounting software is highly desired.

Each company employee is assigned to a production work team, which meets at least once a month to discuss company business. The Accounting Project Specialist will be expected to be a full participant on his or her team. The ability to work as a member of a team is a requirement for this position.