

Vermont Public Radio

Job Title: Accounting Specialist
Department:
Functional Area:
Reports To: Controller
FLSA Status: Non-
Prepared Date: November 16, 2015
Approved Date:

SUMMARY

The Accounting Specialist reports to the Controller and performs broad and varied general accounting assignments along with payroll processing and benefit administration. The key duties of this full-time position are to perform routine accounting activities such as Accounts Payable, Accounts Receivable, bi-weekly payroll and benefit administration. May assist supervisor on various issues outside of functional area of responsibility as requested.

ESSENTIAL ROLES

1. Accounts Payable / Accounts Receivable
2. General Ledger
3. Payroll entry
4. Benefits Administration
5. Compliance reporting

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Duties and Responsibilities	Minimum Requirements	Excellence in this Position
Process Accounts Payable invoices and perform biweekly check runs.	Review, enter and post all accounts payable vouchers. Perform AP check run biweekly.	Accuracy of postings is near 100% and all capitalized purchase are correctly entered.
Process Underwriting billing, cash receipts and other Accounts Receivable.	Generate & mail underwriting invoices within three business days following the end of the month. Review accounts receivable aging bi-weekly and strategize on recoupage of receivables.	Underwriting invoices are mailed within two business days following the end of the month with 100% accuracy. The average A/R aging is under 45 days. Cash is managed to ensure adequate balances for all payroll periods and biweekly AP processing.
Compiles financial information for entering to the general ledger.	Monthly Underwriting reports are generated and reconciled within 4 business days following month end. All AP is entered by 5 th business day following month end.	Systems are automated to shorten time required for transactional review. Minimal correcting entries required monthly.
Payroll Entry	Prepares and inputs payroll data. Typically uses automated system to produce accurate and timely payroll. Sets up deductions and	Leverages the preparation of bi-weekly payroll to improve systems and procedures resulting in sustainable efficiencies. Analyzes

Payroll Entry	<p>Typically uses automated system to produce accurate and timely payroll. Sets up deductions and issue payments for VPR's retirement program, as well as other payroll deduction benefits.</p> <p>Oversees the preparation of payroll-related government reports and records (e.g. quarterly reports, W-2, W-3 and 1099 forms). Organizes and maintains various files and records related to payroll accounting functions, such as correspondence, and deduction authorizations. Informs employees in advance of any issues or changes impacting his/her paycheck. Oversees, records, tracks and monitors leaves and attendance in accordance with the standing practices and policies.</p>	<p>weekly payroll to improve systems and procedures resulting in sustainable efficiencies. Analyzes payroll processes and makes recommendations to improve the organization.</p>
Benefits Administration	<p>Compiles and disseminates benefits information. Counsels, informs and advises employees in benefit selection.</p> <p>Ensures benefit programs are effectively communicated to employees and administered according to established guidelines.</p> <p>Verify that all necessary paperwork is completed in an accurate and timely manner.</p> <p>Reviews benefit premiums for accuracy verifying that requested changes and corresponding credits and adjustments have been made; reconciles any discrepancies with the carrier; breaks down premium to properly charge each corresponding department or budget unit. Oversees claims/payments related to health insurance by employees; updates and runs regular monthly reports.</p>	<p>Employee benefits managed effectively and costs are minimized while maintaining with high level of staff confidence. Enrollments, changes, and terminations occur without interruption to service. Regulatory compliance is maintained. Proactively works with outside vendors to ensure the staff is well informed and served.</p> <p>Departments and budget units are appropriately charged and trends analyzed. The employers deductible is managed to minimize cash reserves while ensure adequate cash available to pay claims.</p>
Compliance with all regulatory agencies is maintained.	<p>All regulatory reports are filed in an accurate and timely manner.</p>	<p>Leverages the preparation of external reports to improve systems and procedures resulting in sustainable efficiencies. Analyzes reporting requirements and makes recommendations to improve the organization.</p>
Representing VPR to the national public radio community and regional business/civic organizations. Maintaining strong working relationships with relevant national associations.	<p>Effectively represents VPR as needed at the regional and national level.</p>	<p>Develops and maintains an excellent network of relationships in the local community and broader public radio system. May take a leadership position in local, regional, or national organizations. Recognized as a leader in these organizations. Brings opportunities to VPR as a</p>

relevant national associations.		Regional, or national organizations. Recognized as a leader in these organizations. Brings opportunities to VPR as a byproduct of these efforts.
Develops personal skills and characteristics that model what is desired in all employees.	Demonstrates a high level of commitment and dedication to the mission and continuous improvement of VPR, a high level of energy, and an obvious enthusiasm for the work of VPR.	Consistently acts with the highest standards of journalism, business ethics, and personal integrity. Serves as an excellent ambassador for VPR, both formally and informally. Helps listeners and potential listeners connect with VPR.
Involved in ongoing professional development for the benefit of VPR.	Appropriate certifications/training is renewed as needed.	Ongoing professional development is a priority and is seen as a model by other staff.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio. Personally volunteers support for public radio – either financially or in other ways.
2. A high level of energy. An obvious enthusiasm for the work of VPR. Outgoing, friendly with co-workers, and demonstrates an appropriate sense of humor.
3. Acting consistently with the highest standards of journalism, business ethics and personal integrity. Preserving confidentiality appropriately. Stewarding resources with prudence and accountability.
4. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, and donors connect with VPR. Holding leadership positions in the community on boards, committees, and through general volunteer opportunities.
5. Facilitating excellent communications across departments, among employees, with the Board, with the public, with relevant national organizations, and with suppliers. Fostering open and candid relationships with VPR listeners and contributors. Managing conflict constructively.
6. Demonstrating a commitment to the continuous improvement of VPR's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
7. Effectively working to strengthen the public radio community nationally. Being recognized by peers for knowledge of the craft, demonstrated expertise and success, and commitment to the cause. Holding leadership positions in national organizations involved with public radio. Bringing increased opportunities to VPR as a byproduct of these efforts.
8. Expressing consistent, high performance expectations for themselves, their department, VPR's leadership, and VPR. With staff: helping them develop a high level of commitment to their mission and excellent teamwork. Helping develop employee skills and abilities, mentoring well, and helping employees realize their professional goals. To the extent possible, helping develop the next generation of leadership at VPR and creating a viable succession plan for their department. Attracting and retaining great employees.
9. Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers, ensure excellent communication and teamwork among departments, contribute significantly to VPR's general management, and help other managers do their jobs more effectively.

SUPERVISORY RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

None

POSITION REQUIREMENTS

Education and Experience: An Accounting/Business degree and/or at least 3-5 years of relevant accounting/payroll experience required.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Attention to detail with strong computer skills. Must be proficient in MS Word and Excel software programs. Database management desirable.

Physical Demands: While performing the duties of this job, the employee is regularly to talk, hear, walk, sit for extended periods, travel, and occasionally stand, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The work environment is usually an office and is usually quiet. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.