



FINANCIAL SPECIALIST

REPORTS TO: Financial Accountant

EDUCATION & EXPERIENCE: Associate degree in business related field; accounting or finance preferred.

SKILLS:

- Knowledge of accounting functions and terminology.
- Skill in analyzing financial data and preparing appropriate related reports.
- Skill in exercising initiative, judgment, discretion, and decision-making to achieve organizational objectives. .
- Skill in identifying and resolving problems.
- Ability to work creatively with management and department staff to achieve objectives.
- Excellent verbal and written communication skills.

PRIMARY DUTIES:

- Ensure proper recording of clinic and grant income and expenses.
- Assists Financial Accountant with preparing financial reports for tracking of budgets and allocated funds to departments.
- Prepares month end journal entries as assigned
- Assists in month end reconciliations
- Understand state, federal, and local grant reporting requirements.
- Assists Financial Accountant with financial statement preparation and financial reports as requested.
- Conducts ad hoc projects to analyze financial data and track special projects
- Gathering of annual audit support and workpapers.
- Assists with preparation of annual audit.
- Participates in professional development activities.
- Maintains strictest confidentiality.

OTHER DUTIES:

- Provide general office support.
- Collect and distribute Administration's mail
- Other duties as assigned by supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:

- Possess a valid Texas driver's license and appropriate liability insurance.
- Visual and auditory accuracy.
- Shift length - 8 hours.
- Indoor setting.
- Continuous use of computer and calculator.
- Long periods of sitting.
- Occasional use of personal car.
- Frequent use of telephone.
- Continuous repetitive grasping and manipulation of both hands.
- Continuous conversational communication.
- Occasionally reaching, walking, squatting, bending, kneeling, twisting, and climbing.
- Occasionally carrying, lifting, pushing, and pulling of up to 25 lbs.

- Occasionally working in confined, noisy, dusty areas.
- Memorize and retain instructions.
- Read and interpret detailed specifications.

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

8/25/2022