

# NAMI Southwestern Pennsylvania

---

## Notice of Available Position ACCOUNTING SPECIALIST – Part-time

---

### POSITION OVERVIEW:

The Accounting Specialist is responsible for applying professional accounting/bookkeeping principles in processing and maintaining NAMI Southwestern Pennsylvania's financial documents and records. The incumbent will follow NAMI's Financial Policies and Procedures in controlling receivables, budgets and cash flow. Reports to Associate Director.

### DESCRIPTION OF DUTIES:

#### Accounting Functions

- Responsible for the maintenance of accounts receivable/payable ledgers.
- Verifies accounts by reconciling transactions; investigating and resolving discrepancies.
- Coordinates purchase requisitions for all NAMI staff and volunteers.
- Prepares monthly invoices for funders as required.
- Ensures appropriate allocation of revenue and expenses
- Receives remittances and processes them for bank deposits.
- Collects past due accounts receivable balances.
- Coordinate all contributions from United Way Donor Choice, Annual Appeal and other sources.
- Assists auditor in accessing requested information for annual audit.
- Completes all information needed for auditor preparation of BCO-10 and 990.
- Document grant revenue and expenditures and develop fiscal reports as required by contract.

#### Budgeting Functions

- Estimates year-end revenues and expense
- Prepares yearly budget
- Prepares and monitor budget activities on a monthly basis and identifies issues or concerns to Associate Director.

#### Financial Analysis

- Analyzes financial data and compiles reports
- Develops plan for cost savings.
- Compiles data for period financial reports for Board of Directors and funding sources.
- Prepares year-end reports for organization and Counties and other funders.
- Ensures all financial information is accurate and timely.

### REQUIRED MINIMUM QUALIFICATIONS:

- Bachelors degree in Accounting or Business and three years of non profit accounting experience or any equivalent combination of experience and training, including at least 15 credits in accounting, which provides the required knowledge, skill and abilities.
- Experience in working with government funding preferred.
- A high level of organization and analytical skills are required for this position.
- Experience in designing and using advanced spreadsheet application required.
- Experience working with Quickbooks required.

Send letter of interest and resume by July 8 to:

Accounting Specialist Position  
NAMI Southwestern PA,  
500 Braunlich Drive, Suite 200,  
Pittsburgh, PA 15227-3351 or fax to 412-366-3935  
e-mail to [info@namiswpa.org](mailto:info@namiswpa.org)  
Place Accounting Specialist Position in the subject line  
**NAMI Southwestern Pennsylvania is an Equal Opportunity Employer**