



## Accounting Specialist I

### Position Summary

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**Employment Type:** Full-time  
**Reports To:** Accounting Manager  
**FLSA Status:** Nonexempt

Provides accounting support to major financial accounting areas, including the accounts payable desk, general ledger accounting, and account reconciliation.

### Essential Job Functions

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- Provide timely and accurate payment processing.
- Develop and maintain reports and files on the accounts payable processing.
- Input general ledger entries for account changes.
- Develop and maintain reports and files on asset and liability account balances.
- Manage the expenses for multiple branch locations.
- Develop and maintain regular reports via the company's accounting system.

### Key Characteristics

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- Proficient organizational skills and ability to prioritize.
- Strong interpersonal and customer service skills.
- Ability to work accurately, with interruptions, to meet deadlines.
- Maintains financial security by following internal accounting procedures.

### Job Specifications

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- Bachelor's degree in accounting.
- 2-3 years of experience in accounting or accounts payable desk.
- Knowledge of accounting rules, regulations, policies and procedures that is reflective of the financial services industry.
- Software competence including MS word, Excel, PowerPoint, Outlook and internet. Experience in mortgage accounting preferred.

### Competencies

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1. Financial Management
2. Collaboration Skills
3. Ethical Conduct
4. Thoroughness



## **Work Environment**

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This job operates in a professional office environment. This role routinely uses standard office equipment.

## **Physical Demands**

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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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

*Employee signature below constitutes employee understanding of the requirements, essential functions and duties of the position*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*VanDyk Mortgage Corporation provides equal employment opportunities ("EEO") to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, VanDyk Mortgage Corporation complies with all applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, rehire, transfers, leaves of absence, compensation and training.*

This description reflects the management's assessment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This job description was reviewed and approved by the below:

Manager Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_