

Child Care Solutions Position Description

Team: Administrative	Title: Financial Specialist II Status: Exempt	Updated: October 2025
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Reporting relationships:

Reports to: Finance Director

Supervises: None

Summary Description:

The Financial Specialist is responsible for gathering and monitoring financial data, preparing accurate grant billing and reconciliations under the direction of the Finance Director, assist in conducting internal audits, and ensure compliance with accounting regulations and support the agency's financial decisions.

Essential Functions:

1. Assist the Finance Director with all aspects of the agency's fiscal operation and payroll and benefits administration in compliance with agency Finance Policies & Procedures and GAAP.
2. Assist the Finance Director with providing necessary documents for the annual agency independent financial audit.
3. Assist the Financial Director with the preparation of the agency annual budget.
4. Maintain a written chart of accounts developed by the Finance Director.
5. Maintains agency accounting information system and ensures software updates are implemented.
6. Posts required journal entries, created by the Finance Director, prepares formal written reconciliations of balance sheet accounts monthly.
7. Reviews aged accounts receivable and brings overdue accounts to the attention of the Finance Director for further action.
8. Prepares annual 1099 reports and filings, maintains the customer W-9 information.
9. Reconcile general ledger accounts on a monthly basis and ensure accuracy of financial data.
10. Reconciles agency bank accounts.
11. Prepare monthly contract voucher billings and accounts receivable sales invoices.
12. Maintains accounts payable records and assists with month-end closing tasks.
13. Manage agency purchasing activities, including creating purchase orders and obtaining quotes.
14. Monitor vendor contracts and ensure purchases comply with internal and external policies.
15. Track deliveries, match purchase orders with invoices, and resolve discrepancies.
16. Collaborate with program directors to understand procurement needs and maintain cost-effective purchasing.
17. Participate in agency staff meetings.

18. Performs these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

Qualifications:

Education: Minimum Bachelors' Degree in Accounting, Finance, or Business Administration

Experience: Requires 2 years' accounting and budgeting experience.

Competencies: Requires proficiency in accounting information systems, Excel and MS Office, mastery of accounting practices and procedures, experience in budget development, effective oral and written communication skills, ability to plan, prioritize and work independently, attention to detail, analytical ability, supervisory knowledge and skill, strong customer service skills, and ability to work with people from a wide range of economic, ethnic and cultural backgrounds

Level of responsibility: Works with little supervision, exercises high degree of discretion and independent judgment.

Working Conditions:

Schedule: Primarily days, but work may at times require additional hours

Work Environment: Agency's Syracuse office

Travel: Some local travel, occasional regional travel for trainings and meetings

Customer Responsibilities and Contacts: Extensive interactions with agency staff and frequent contact with Board members and providers; frequent contact with vendors and contractors

Physical Requirements:

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator and other office equipment
- Ability to receive and convey detailed information.
- Ability to sit at a desk for 6 - 7 hours per day.
- Light work: Occasional lifting of up to 20 pounds of equipment or material

Salary Grade: 5

Employee Signature: _____ **Date:** _____

Executive Director Signature: _____ **Date:** _____