



Job Description Purpose: Provides managers and employees with information about the functions and requirements needed to perform the job. This must be read in conjunction with the Performance Review.

Job Title: Accounting Specialist
Reports To: Controller
Direct Reports (Title Only): N/A

FLSA Status: Non-Exempt
Classification: Full-Time
Date Written: 9/1/2019

Job Overview: Describes a general summary of the position. Explains why the position exists in the company.

The Accounting Specialist supports the Controller by providing accounting operations, including reconciling statements, posting customer transactions and assisting with accounts payable. Handles administrative tasks including but not limited to ordering office supplies and stuffing and stamping envelopes. Backs-up Controller.

Essential Functions: Identifies main accountabilities performed in the job. Provides importance of each action by indicating percentage of time spent performing the functions.

Function	% of Time Spent
1. Enters accounts payable, including payments to coaches and vendors. Follows up on outstanding vendor checks, as needed.	35
2. Handles chargebacks. Communicates chargebacks with appropriate team members, prepares documentation to dispute chargebacks, communicates ruling to Account Executive/Account Specialist. Tracks chargebacks, taking notice of patterns and brings to the attention of the Controller and appropriate Account Executive/Account Specialist.	20
3. Calculates and enters month-end journal entries to assist with the preparation of financial statements. Reconciles bank statements by comparing statements with general ledger in a timely manner. Reconciles accounts, including payment processor reconciliations. Brings discrepancies to the attention of the Controller.	15
4. Prepares customer invoices and posts payments received for payment.	10
5. Provides accounting and clerical support for Controller. Learns primary responsibilities of Controller and acts as back-up for tasks with timeframe deadlines. Recommends changes and communicates issues with team members.	10
6. Serves as Allianz main contact for insurance related issues. Performs other job-related duties and special projects as required, including but not limited to ordering supplies, stamping and stuffing envelopes and monitoring Ryzer's accounting team email, as needed.	10

General Requirements: Describes the minimum education and experience, certifications, licenses, and skill sets needed to perform the job.

Associates Degree in Accounting, Finance or Business Administration or equivalent work experience. Minimum 2-4 years of work experience required. Experience with QuickBooks and Excel required. Excellent communication and interpersonal skills required. Must demonstrate integrity with the ability to build positive relationships. Problem solving, detail oriented and critical thinking skills required with the ability to prioritize responsibilities and adapt to changes in daily tasks, when necessary. A self-motivated creative thinker and a good listener. Time management and teamwork skills required. Must work under pressure independently, exercise good judgment, and maintain confidentiality. No travel required.

ADA Requirements: Describes the physical demands and working conditions needed to perform the job.

Ability to read, count and write to accurately complete all required documentation. Must be able to speak effectively with customers. See other physical requirements as listed below.

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing and hearing: reading documents and computer screen, answering phone, communicating in person				x
Sitting	x			
Standing and walking	x			
Reaching and bending	x			
Climbing, kneeling, crawling, stooping, and lifting	x			
Dexterity: Utilizing phone, typing, and writing				x

Lifting capacity: Indicate, by checking the appropriate box, the amount of lifting necessary for this job, with or without an accommodation.

	N/A	Occasionally (As Needed)	Often (Up to 4 hours per day)	Frequently (Up to 8 hours per day)
0-10 lbs.		x		
10-20 lbs.	x			
20-50 lbs.	x			
50-100 lbs.	x			
100 plus lbs.	x			

Note: Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as exhaustive list of responsibilities, duties, and skills required.