

## **Building Performance Institute, Inc.**

### **Job Description**

**Job Title:** Accounting Specialist

**Reports To:** Manager of Finance and Human Resources

**FLSA Status:** Non-Exempt

**Summary:** The Accounting Specialist supports the financial wellbeing of BPI with essential financial functions, using generally accepted accounting principles and BPI's financial policies and procedures to achieve a high degree of accuracy and timeliness in accounts payable and receivable. The role supports BPI's success by maintaining excellent relationships with payees and vendors, which include contractors, utilities, and state and federal programs. The Accounting Specialist also provides weekly administrative support at the company's location in Saratoga Springs, New York.

**Duties and Responsibilities** include the following:

- Assist with daily, monthly, and year-end operations of the Finance Department.
- Maintain the integrity of BPI's financial systems by following the company's financial policies and procedures.
- Maintain confidentiality in all aspects of work.
- Work as part of a team, maintaining a positive attitude of problem-solving and collaboration, while working independently on projects as needed.
- Work with vendors, suppliers, and contract partners to ensure charges are accurate, and that payments are made or received in a timely manner.
- Deposit and record all payments received.
- Resolve customer and payee questions about difficulties or discrepancies.
- Process and record invoices, expense reports, and pass-through payment.
- Maintain in QBO invoices, billings, and correspondence necessary for files, using accurate account coding.
- Produce monthly aging reports for accounts payable and accounts receivable.
- Seek to improve efficiency, accuracy, and timeliness in keeping documentation up to date.
- Reconcile company credit cards, bank, personal reimbursements, accounts payable, accounts receivable, and prepare journal entries.
- Collect vendor W9s and issue vendor year-end 1099s.
- Provide customer support to BPI staff, vendors, contract partners, and customers.
- Oversee yearly customer invoicing and payment application.
- Assist with AR collections and other balance sheet reconciliations.
- Provide administrative support and other duties, as assigned.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High School degree and three years related experience and/or training; or equivalent combination of education and experience. Working proficiency with the Generally Accepted Accounting Principles, QuickBooks, and Microsoft Office systems. A high degree of integrity, accuracy, discretion, and professionalism. An attitude of teamwork and customer service.

**Compensation:**

The position offers a strong starting base salary, a full benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes a salary dependent on experience of \$45,000 to \$55,000. Benefits include:

- Monday-Friday schedule
- Medical, Dental, and Vision benefits with medical deductibles paid by BPI
- Employee gain share program
- 8 Paid holidays and 17 days of paid time off (PTO) to start, increasing to 22 days in year 6 and 27 days in year 11
- Dental, Vision, Basic Life Insurance, Accident and Dismemberment Insurance, Non-Statutory Short and Long Term Disability insurance, at no cost to the employee
- Section 125 Plan
- 401(k) Qualified Retirement plan with 4% employer match
- Voluntary adjusted summer schedule option

**Language Ability:**

Strong verbal and written communication skills are needed for this role. Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have mid-level knowledge of Microsoft Word, Excel, Outlook, Access, and Power Point and knowledge of QuickBooks Online, including entering data with a high level of accuracy.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is remote 3 days a week, and in the company's Saratoga Springs office 2 days a week. The noise level in the office work environment is usually moderate.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job the employee must continuously operate a computer, telephone, and other office equipment. They must frequently communicate using telephone, email, and in person. They must regularly access the office building using ramps, elevators, and doors. They must regularly perform administrative functions that require moving objects up to five pounds.

**Travel:**

This position requires occasional national travel, estimated to be less than 5% of the time. A hybrid work model is required, with 2 days a week in the office in Saratoga Springs, New York, and 3 days remote.