



mobilemeals

MOBILE MEALS OF TOLEDO, INC.

Job Description: Financial Accounting Specialist

Reports to: Controller

Salary Range: \$41,600 - \$46,800

GENERAL SUMMARY: This position is responsible for processing and recording daily transactions for cash receipts, cash disbursements, accounts receivable, and accounts payable. It is also responsible for billing customer invoices monthly. This position maintains customer and vendor files, reviews data input and output, prepares reports, fields communications with clients and vendors, files, and performs other duties or projects as assigned by the Controller.

Qualifications, Skills, and Abilities:

- Minimum Bachelor's degree in Accounting, Finance, Information systems, or a business degree with a focus on accounting
- Three (3) years of general accounting experience with accounting software, such as MIP
- Experience with relational databases, CXM, or CRM management
- Excellent client service skills dealing with a diverse population
- Excellent skills with MS Office 365, Google, custom client management software applications, and various online agency portals
- Strong data management and analytical skills
- Excellent oral, written, and interpersonal communication skills
- Ability to effectively manage multiple projects of varying timelines and resources
- Able to analyze financial records in multiple software applications
- Must have strong attention to detail and problem-solving skills
- Highly accurate data entry and word processing skills
- Able to work in a fast-paced environment and meet task deadlines

Duties include, but not limited to:

Accounting

- Ability to research and resolve discrepancies and disputes.
- Audit preparation and annual physical inventory experience
- Professional claims processing experience

Data Management

- Enter and update all client/volunteer data

- Run monthly reports for the Controller
- Run all other reports as needed
- Assist in special events data management and provide all necessary reports

Technology

- Excellent working knowledge of office equipment, including computer hardware and software

Office

- Perform additional duties as needed to maintain the efficient operation of the agency

Additional information:

The above list of duties is intended to describe the general nature and level of work performed by individuals assigned to this classification. It is not construed as an exhaustive list of duties performed by the individuals, nor is it intended to limit or modify in any way the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

The requirements listed in the job description are guidelines, not hard and fast rules. Background and sex offender registry checks are required.

You don't have to satisfy every requirement or meet every qualification listed. We encourage you to apply if your skills are transferable and you are in the ballpark with the competencies and attributes. Applying allows you to be considered. We are a welcoming, kind, and diverse team working collaboratively to support our clients and one another.

Our effectiveness depends on our staff's uniqueness and lived experiences. Because of this, we strongly encourage people with a wide range of life and work experience, as well as people of color, LGBTQ+, and other underrepresented communities, to apply.

This full-time position is 40 hours/week. Work will be conducted primarily in person at the Mobile Meals of Toledo office Monday through Friday. Compensation ranges from \$41,600 to \$46,800 and includes medical, dental, life, ST/LT disability, paid holidays, vacation, and 403B retirement benefits.

The position will be open until filled.

To apply: Email info@mobilemeals.org and include in the subject line: "MMoT Financial Accounting Specialist."

Replies to this job posting should include a resume; a cover letter is optional.

Mobile Meals of Toledo is an equal-opportunity employer and complies with all applicable federal and state laws regarding nondiscrimination. Mobile Meals is committed to a policy of

equal opportunity for all persons and does not discriminate based on race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment or program delivery.