KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE (CAC)

OFFICE ON AGING / NUTRITION SERVICES FISCAL SUPPORT

JOB DESCRIPTION

Job Title: Accounting Specialist - AR

Finance Liaison Role: This position is part of the OOA/Nutrition fiscal team and serves as a Finance Liaison within CAC's agency-wide Finance structure. The position operates under the financial policies, procedures, internal controls, and oversight established by Central Office Finance. Central Office Finance is the keeper of CAC's official financial processes and documentation and coordinates official accounting activity and processing with Knox County, as applicable.

Summary

An employee in this classification provides accounts receivable, revenue, billing, and related fiscal support to OOA and assigned Nutrition Services programs under the general supervision of the Finance & Grants Manager. The position is the primary preparer for routine program billing, receivable tracking, revenue schedules, and cash/deposit documentation and maintains supporting fiscal records for independent review.

Essential Duties and Responsibilities

- Collects program/service data and supporting documentation required for designated program invoices and reimbursement requests.
- Prepares routine invoices and reimbursement requests for review by the Finance & Grants Manager and tracks billed amounts, receipts, and outstanding balances.
- Maintains detailed accounts receivable and revenue schedules for designated OOA and Nutrition Services programs.
- Tracks collections and researches outstanding receivables; communicates discrepancies or collection issues to the Finance & Grants Manager and appropriate program staff.
- Receives, counts, tracks, and prepares incoming revenue for deposit in accordance with CAC cash-handling procedures and maintains complete supporting documentation.
- Maintains deposit and revenue records and assists in ensuring receipts are associated with the appropriate program/account, subject to independent review and reconciliation.
- Maintains designated program financial data and databases and prepares revenue-related reports and schedules.
- Prepares AR/revenue schedules and supporting documentation for month-end, year-end, grant closeouts, monitoring, and audits.
- Assists with budget monitoring by maintaining revenue schedules and researching revenue variances.
- Assists with financial and grant reports by preparing supporting revenue and receivable information.
- Supports donor/payment records necessary for revenue accounting and reconciliation; non-fiscal donor correspondence and general donor administration are not core duties.
- Supports departmental payroll/timekeeping documentation when assigned by collecting approved information and routing it through CAC Payroll; does not independently process agency payroll.

- Provides cross-trained backup for defined Accounting Specialist - AP functions when necessary and when appropriate independent review can be maintained.
- Maintains organized fiscal files in accordance with CAC record-retention and grant requirements.
- Performs other related accounts receivable and fiscal duties as needed to ensure the success of OOA, Nutrition Services, and CAC.

Internal Control Responsibilities

- Does not provide final approval of invoices, reimbursement requests, deposits, write-offs, or financial reports prepared by this position.
- Does not perform the final bank/official accounting reconciliation of deposits for which the position had custody or preparation responsibility.
- Maintains documentation sufficient for independent verification of billed revenue, collections, deposits, and receivable balances.
- Cross-coverage of AP functions must include an independent reviewer and may not result in self-review.
- Reports discrepancies, missing documentation, aged/unreconciled balances, or suspected errors promptly to the Finance & Grants Manager.

Knowledge and Abilities

- Knowledge of bookkeeping and accounts receivable practices.
- Ability to prepare invoices, maintain receivable schedules, track collections, and reconcile supporting data.
- Ability to develop and maintain spreadsheets and perform financial computations accurately.
- Strong attention to detail, organization, and accurate data-entry skills.
- Ability to follow written procedures, meet deadlines, and maintain complete supporting documentation.
- Ability to communicate effectively with program staff, Finance staff, funders/customers, and the public as required.
- Proficiency with spreadsheet, word-processing, database, and financial information systems.

Education and Experience

Associate degree in accounting, business, finance, or a related field and at least one year of related work experience. An equivalent combination of education and work experience may be substituted. Experience with accounts receivable, billing, bookkeeping, grants/program accounting, spreadsheets, and financial systems is desirable.

Salary & Wage Scale: Skill Level 8, $19.85 hour/$38,707.50 annually

To Apply: cachr@knoxcac.org

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