

# **JOB DESCRIPTION**

Tenfold

**Job Title: Accounting Specialist**

**Date Revised:** February 17, 2023

**A. Basic Function:** Take primary responsibility for managing all aspects of the post-award grant compliance, invoicing, and reporting processes for most funding contracts as assigned by the Controller. Provide support for the 5 program divisions and division managers in relation to all contractual matters and the various outside CMS databases used by Tenfold.

## **B. Essential Functions**

1. Prepare and submit monthly invoices including monthly reporting documentation as required for all relevant contracts. Pull data reports and prepare the required source documents for invoices.
2. Closely monitor budget compliance for funding contracts and spend-down progress to ensure full draw-down of all contracted funds to the fullest extent possible without overspending on any aspect of the contract budget.
3. Review all new contracts and identify and report on any concerns or issues needing attention to the Controller, CEO, or program manager as appropriate before contracts are signed.
4. Maintain master files – both electronic and printed, of all funding contracts, reports submitted, documentation of performance reviews and monitoring visits, and other related documents. Become an expert on AmpliFund, the grant management software used by Tenfold, and help train others on how to use it.
5. Provide important and relevant information to the Controller, CEO, and/or the Grant Writer to ensure that applications for government and/or private funding are written such that compliance will be trackable and manageable if awarded.
6. Work with PQI Administrator to coordinate the involvement of appropriate program and division managers, as well as senior management staff as required, for all program reviews.
7. Provide support for Tenfold's program divisions and division managers as needed especially in relation to contractual matters and the various outside CMS databases used by Tenfold. This includes supporting direct service staff as needed in their use of these databases to ensure compliance and data quality.

## **C. Other Functions**

1. Review Accounts Receivable reports on a regular basis to ensure payments are received timely. Follow up with any funders who have not paid.
2. Other tasks as assigned.

**D. Supervision Exercised:** None

**E. Supervision Received:** Responsible to the Controller

**F. Minimum Knowledge, Skills, and Abilities**

1. Bachelors or associates degree with minimum 3 years of experience in bookkeeping or other types of business administration required
2. Excellent administrative and clerical skills essential
3. Strong aptitude for mathematics, accounting, and working accurately with numbers required
4. Demonstrated high proficiency and experience in all computer functions, especially Excel, Word, and Outlook required
5. Demonstrated ability to multi-task and work flexibly and efficiently – producing high quality work and meeting deadlines
6. Excellent organizational skills with strong attention to detail required
7. Self-motivated with ability to manage own workload and take initiative in carrying out responsibilities
8. Ability to interact professionally with various funders to resolve questions, issues, or problems that may arise in a manner that preserves and fosters positive relationships with those who fund Tenfold’s programs
9. Experience reading and working with government contracts beneficial
10. Writing skills and grammar proficiency in the English language for writing and editing essential
11. Sensitivity to cultural and socioeconomic characteristics of populations served
12. Commitment to supporting and fostering Tenfold’s mission and service philosophy
13. Ability to work collaboratively
14. Capacity to maintain confidentiality and appropriate professional boundaries
15. Ability to set appropriate limits
16. Commitment to Tenfold’s Core Values:
  - We Value Empowerment
  - We value Innovation
  - We Value Integrity
  - We Value Diversity, Equity and Inclusion
  - We Value Teamwork

**G. Time Requirements**

This is a regular full time position working 40 hours per week. Some evening hours may be required.

**H. Classification:** This position is classified as exempt from overtime, and compensation is paid on a salaried basis.

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Equal Employment Opportunity*

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.