



VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Title: Accounting Specialist

Reports to: Senior Accountant

Summary

Responsible for all bookkeeping functions including loan accounting, general ledger and processing accounts payable. Responsible for input of loan disbursements and other charges in loan system. Provide financial information to borrowers and related businesses.

Essential Job Functions

- Input general ledger transactions and maintain general ledger structure and produce general ledger reports as needed.
- Process accounts payable invoices.
- Process incoming loan payments and reconcile daily cash report.
- Set up and process incoming ACH payments from borrowers.
- Process disbursements for all departments and provide loan maintenances.
- Respond to inquiries from customers, banks, credit companies, independent accountants and lending staff regarding loan status, balances, pay-off requests, and other loan related inquiries.
- Reconcile and review selected general ledger accounts as assigned.
- Reconcile general ledger and loan processing Suspense accounts.
- Provide backup to Senior Accountant as needed.
- Other duties as assigned.

Education/Experience

- At least five years' experience in a comparable position or a two-year accounting degree, with at least two years' experience.

Knowledge/Skills/Abilities

- Detail oriented.
- Ability to handle a high volume of work in a timely and accurate manner.
- Knowledge of loan accounting and accounting systems required.
- Effective written and verbal communication skills.

Working Conditions

- Standard office environment.