

POSITION DESCRIPTION

Job Title	Accounting Specialist
UWKV Mission	Creating and cultivating an unbreakable network of support.
Reports To	Chief Financial Officer (CFO)
Job Level/Status	Part-time (25 hours per week), Non-Exempt
Division	Finance
Starting Salary Range	\$15.50-17.00 per hour
Primary Office	Shawnee County (Topeka)

Position Summary

The Accounting Specialist is responsible for accounts payable, accounts receivable, donation and grant processing. This position works closely with the Sr Accounting Specialist and the Chief Financial Officer.

Job Responsibilities and Duties

- Reviews, codes, and enters invoices into accounting system (MIP)
- Processes employee credit card expenses
- Produces and enters journal entries using accounting software
- Enters data and processes donor pledges and gifts using donor management software (ANDAR)
- Takes minutes for Finance and Audit Committee meetings
- Performs bank and investment account reconciliations and workplace campaign envelopes
- Helps with preparations for the yearly audit by performing reconciliations of balance sheet accounts and other tasks as needed
- Other duties as assigned by Chief Financial Officer

Important Information

- Must be organized and detail-oriented
- Must have the ability to manage and prioritize multiple tasks simultaneously, meeting deadlines and attending to details.
- Expected to be able to work independently
- Expected to have a commitment to excellence and to the mission of UWKV
- Must accept and abide by UWKV Code of Ethics and confidentiality requirements
- Must accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

QUALIFICATIONS

Education High School Education

Skills and experience

- At least 1 year of accounting classes

- Basic understanding of Microsoft Office Suite Programs
- MIP accounting system knowledge preferred
- Experience prioritizing work to meet deadlines
- Proficiency in written and oral communication

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 accommodation may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Work Schedule

- Regular work hours are generally between M-F; 9am - 5pm, specific hours can be adjusted as long as 25 hours per week is met.
- During campaign season, (September-December), the weekly hourly requirement **may temporarily increase to 30 hours** per week.

Prepared February 6, 2026