

## Job Description

**Title:** Accounting Specialist  
**Reports to:** Staff Accountant or Senior Accountant  
**Status:** Full-time, Non-exempt

**Date Revised:** 6/2/2022

### Summary

The Accounting Specialist is responsible for various activities in accounts receivable and special projects for SVS and its Affiliates. The Specialist works closely with the Accounting team to assure all department goals are met.

### What you'll bring to the job (Requirements)

- 0-2 Years of experience in administrative or accounting role
- Strong analytical, organizational, and problem-solving skills
- Detail-oriented, focused, and professional
- Ability to learn new technology with ease and work in multiple systems simultaneously
- Highly motivated, results-oriented, and able to prioritize efforts to use limited resources efficiently
- Demonstrated skills to apply effective oral, electronic, and written communication methods with colleagues and volunteers
- Ability to work effectively with all multi-disciplinary team members, both internal and external
- Proficiency in Microsoft Office, specifically in Outlook, Word, and Excel required; ability to learn new technology as required

### What you'll own (Responsibilities)

- Record check deposits, following established batch management procedures for SVS, PSO, Foundation, PAC, and managed entities
- Resolve any batch reconciliation discrepancies in a timely manner
- Collaborate with SVS staff as needed to resolve missing invoices for unrecorded checks, create invoices as needed
- Collaborate with SVS staff to ensure all revenue is recorded each period, create miscellaneous invoices as needed on a monthly and quarterly basis
- Coordinate mailing of checks received at the office to the lockbox and assure all are cleared
- Process refunds for duplicate payments received, recording in both payables system and AMS
- Record individual donations in AMS based on check deposits received; collaborate with fundraising staff related to donor inquiries, fund or restriction questions, or other donation issues
- Support fundraising staff with donation information as needed, especially as it relates to payment plan issues or reconciling rosters for donor recognition
- Support membership and education staff with payment or invoice inquiries
- Process monthly credit card payments for recurring plans, and report any issues to appropriate fundraising or membership staff
- Perform daily cash batch reconciliations, and execute month-end processes in AMS in preparation for journal entry export files
- Record vendor invoices, check requests, travel reimbursements, etc., maintain vendor records, and provide support for SVS staff with coding or process questions, assure proper signoffs and documentation and support is obtained for all payables

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- Print checks and coordinate signing, prepare positive pay file, handle the mailing, filing, and all other related accounts payable tasks
- Create monthly credit card activity template and circulate to all cardholders, perform all necessary follow-up to ensure timely recording of activity, collect and compile submissions, prepare import file, and import to accounting software after review
- Prepare reclassification and accrual entries
- Monitor accounting inbox and process transactions or provide support as needed
- Maintain honoraria schedule, circulate for review and approval quarterly and process payments accordingly
- Assist with process development and improvement, and related documentation and implementation
- Assist with account reconciliations, financial reporting, and special projects
- Assist with preparation for annual independent financial audit
- Other duties as assigned or required

### Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional local and out of town travel is required for this position. Occasional evening and/or weekend work maybe required based on business needs. Routine telecommuting is allowed.

### Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

**To Apply:** Submit a resume to: [hrresumes@vascularsociety.org](mailto:hrresumes@vascularsociety.org)

### About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit [www.vascular.org](http://www.vascular.org).

The Society for Vascular Surgery is an Equal Opportunity Employer.