



## Grade 3 — Accounting Specialist III

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### Accounting Specialist III

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| <b>Title:</b>                 | Accounting Specialist III                           |
| <b>Grade:</b>                 | 3                                                   |
| <b>Department:</b>            | Accounting                                          |
| <b>FLSA Status:</b>           | Non-Exempt (Hourly)                                 |
| <b>Reports To:</b>            | Controller                                          |
| <b>Professional Level:</b>    | Career                                              |
| <b>Supervision Received:</b>  | General                                             |
| <b>Supervision Exercised:</b> | Task and peer guidance                              |
| <b>Direct Reports:</b>        | None; mentors junior staff and leads small projects |
| <b>Revision Date:</b>         | October 2026                                        |

### Pay Range

| Hourly Range      | Midpoint | Annual at 1,950 Hours |
|-------------------|----------|-----------------------|
| \$25.69 – \$32.10 | \$28.92  | \$50,100 – \$62,600   |

*Hourly and non-exempt. Annual figures assume 1,950 scheduled hours a year, or 37.5 hours a week. Actual annual earnings vary with hours worked and do not include overtime.*

### General Summary

The Accounting Specialist III is the career level of the progression. The position prepares and reconciles general ledger accounts independently, manages payable and receivable aging, reconciles grant expenditures against awards, prepares assigned audit schedules, and mentors junior staff.

### Essential Job Responsibilities

- **Financial Reporting:** Generate detailed reports and analyze variances.
- **General Ledger Management:** Balance own general ledger entries and prepare and reconcile general ledger accounts independently.
- **Budgeting and Forecasting:** Prepare budget variance analyses and assist with forecasting.
- **Accounts Payable and Receivable:** Manage accounts payable and receivable aging reports and resolve discrepancies.
- **Grant and Restricted Fund Accounting:** Reconcile grant expenditures against awards and prepare draft grant balance reports.

- **Audit and External Reporting:** Prepare assigned audit schedules and reconciliations and respond to auditor questions on routine items.
- **Compliance and Internal Controls:** Identify and report compliance issues in routine processes.
- **Systems Proficiency:** Work at an intermediate level in the council's accounting systems, pull own reports, and upload files.
- **Analysis:** Perform account reconciliations and in-depth variance analysis. Analyze trends and recommend improvements to financial accuracy.
- **Team Collaboration and Leadership:** Lead small projects and mentor junior staff.
- **Strategic Thinking:** Identify inefficiencies and suggest process improvements.
- Perform other duties as assigned.

### Qualifications

- Associate's degree or equivalent accounting experience.
- 2–3 years of accounting, bookkeeping, finance, or related experience.
- Intermediate ERP or accounting systems training.
- CPR and First Aid certification required upon hire as a condition of employment with a youth-serving organization, and maintained current throughout employment.
- Valid California driver's license, proof of insurance, GSUSA membership, site safety training, and mandated reporter training required. Must pass required background screening.

### Skills and Competencies

- Strong oral and written communication.
- Extensive knowledge of council application systems and practices. Strong knowledge of regulatory practices, technical accounting principles, and analytical skills.
- High degree of professionalism, sound judgment, and discretion in internal and external contacts.
- **Impact of errors:** substantial delay or expense, and inefficiency.

### Physical and Schedule Requirements

- Ability to work a flexible schedule, including additional hours during close, audit, and budget cycles.
- Ability to sit and work at a computer for extended periods.
- Ability to stand, walk, bend, squat, and reach during records and file work.
- Daily access to reliable personal transportation.
- Able to lift, carry, push, or pull a minimum of 25 pounds unassisted on a regular basis.
- Loads heavier than 50 pounds are moved by team lift or with mechanical assistance. No maximum weight is stated. Physical requirements are measured against the essential functions of the position as performed, and reasonable accommodation is available on request.
- Ability to drive or ride in a vehicle for extended periods as required by the position.

### Cultural competencies

GSCCC is committed to fostering a diverse, equitable, and inclusive workplace. Staff are expected to:

- **Communicate with compassion:** Be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** Be proactive, agile, and responsive.
- **Work with purpose:** Be intentional and visionary.
- **Embrace our community:** Be supportive, empathetic, collaborative, and appreciative of diversity.
- **Be accountable:** Own it.
- **Make each day FUNomenal:** We can do it!

**Commitment to Diversity, Equity, Inclusion, and Accessibility:**

Girl Scouts of California's Central Coast is an Equal Opportunity Employer committed to creating a diverse, inclusive, and accessible workplace. We encourage individuals of all backgrounds to apply and provide reasonable accommodations during the application process and employment. If you need assistance or accommodation, please contact us.

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**Location:**

Assigned to the following location:

- Ventura
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**The statements herein describe the general nature and level of work performed but are not a complete list of responsibilities, duties, and skills required. This job description does not establish a contract for employment and is subject to change at the discretion of the employer. Employment is at-will.**