



Job Title:	Accounting/Procurement Specialist
CCFH Program:	Finance Department
Location:	Durham, NC
Position Type:	Full-Time

JOB DESCRIPTION

Occupational Summary: Perform a variety of complex accounting tasks involved in maintaining financial records and processing related data; monitor, verify and reconcile accounts. Responsibilities include reviewing financial reports, assisting with budget preparation and analysis, reconciling accounts, monthly and year-end closings, and assisting with other projects assigned by Director of Finance. This position requires strong non-profit accounting skills, grants accounting experience, and excellent communication and people skills. The Accounting/Procurement Specialist will be responsible for analyzing and reporting the numbers but will also collaborate with people at all levels and in various departments both internal and external to this non-profit organization.

Work Performed: Perform and coordinate the operational activities of the Accounting division of the Center for Child & Family Health and provide support to the Director of Finance for overall consistency and compliance with standard accounting and University policies and procedures. The following are specific duties required by this position:

Procurement Administration

- Coordinate and maintain general office supplies for the entire Center.
- Identify and manage potential vendors and review qualifications of each.
- Coordinate equipment planning and purchasing requests for the Center coordination with the Program Manager/Director.
- Provide administrative assistance to Program Director, Finance team, and departmental staff within the Center to support the accomplishment of program goals and objectives.

Payroll Management

- Collect and enter into database timesheets each month
- Track vacation & sick days for employees
- Generate timesheets for staff member’s annual year
- Generate timesheets for new employees
- Meet with employee to determine any monetary pay-out
- Manage documentation for FMLA leave

Financial Administration

- Financial monitoring and reporting for CCFH administrative and office costs for Cell phone.
- Monitor, verify and reconcile expenditure of budgeted funds as appropriate for program expenses.
- Provide procurement service for CCFH.
- Assist in the creation of spreadsheets and reports for reconciliation of expenditure of budgeted funds as appropriate.



- Track department expenditures in order to create and maintain accurate cost center records.
- Create process to ensure all department travel and training are appropriately logged and the expenses billed back to the appropriate cost center.
- Manage tracking for out of state activity for assigned staff.

Grants and Contracts

- Monthly grant invoicing
 - Gather charges from CCFH, Duke and Misc.
 - Prepare progress report spreadsheet of charges vs. budget to reconcile
 - Prepare FSR, 1571 or Cost report (whatever the grant requires)
 - Generate an invoice in QB
 - Gather documentation of charges and check stubs, and copy for invoice
 - Send invoice to funding source by required method (fax, mail, email, hand carry)
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- Send invoice to funding source by required method (fax, mail, email, hand carry)
- Track and complete reports as needed
- Work with PI to provide any information they require
- Assist with grant request as needed and answer calls/emails regarding invoicing

Required Qualifications at This Level

Education/Training:

- B.S. degree in Accounting/Business or a directly related business field

Experience:

- 5 years or more experience in and accounting or business filed
- Familiar with accounting practices involved in maintain more complex financial records
- Reconciling accounting information
- Grant experience

Skills: Bank reconciliation, Advance Quick Books Cash Management/Cash Flow, Excel, Word, Accounting Software

Salary commensurate with experience

APPLICATION INFORMATION

Please email resume and letter of interest to Bessie.Givens@duke.edu, Finance Director, or Kelsey.lodge@duke.edu, Director of Administration.