



Finance Specialist

Department: Finance

FLSA Status: Exempt

Supervisor: Director of Finance

Compensation: \$58,000 - \$65,000 Depending on Experience

Position Summary

This position includes Accounts Receivable (A/R) and Accounts Payable (A/P) processing while serving as the primary backup for Payroll operations. The ideal candidate ensures accurate, timely financial reporting and compliance with local, state, and federal guidelines using the Skyward financial management software system.

Responsibilities

- **Accounts Payable (A/P):** Process and verify invoices and reimbursement requests with correct account coding. Prepare scheduled check runs and electronic fund transfers (EFT). Maintain vendor records, issue annual 1099 forms, and resolve billing discrepancies.
- **Accounts Receivable (A/R):** Generate and distribute invoices for services, program fees, and inter-agency agreements. Post cash receipts, deposits, and electronic payments to the general ledger. Monitor outstanding balances and execute timely collections.
- **Payroll Backup Support:** Maintain cross-training across all payroll functions to execute bi-weekly processing during primary staff absences. Assist with tracking timecards, leave balances, voluntary deductions, and statutory reporting (TRS, IMRF, tax deposits) in Skyward.
- **Systems & General Ledger:** Reconcile month-end accounts. Maintain precise financial records within Skyward and gather documentation for annual financial audits.
- **Other:** Other duties as assigned by the Director of Finance.

Qualifications

- Education: Bachelor's degree in Finance, Accounting or a related field required.
- Required Experience: 2-4 years of hands-on experience in A/P, A/R, or general bookkeeping
- Preferred Experience:
 - Direct experience with Skyward and/or SDS systems.
 - Prior experience in public education, school districts, or local government finance.
 - Advanced proficiency in Google Sheets and Microsoft Excel.

Key Skills

- High attention to detail.
- Strong communication skills.
- Ability to handle confidential payroll data securely.

Working Conditions & Benefits

- Schedule: 12-month position, Monday through Friday from 8:00 AM to 4:30 PM.
- Work Location & Schedule Flexibility: Primary work takes place on-site, may be eligible for limited remote work subject to ROE4 policy manual procedures.
- Pace & Demands: Fast-paced environment with peak workload periods that require strong deadline management and occasional work beyond standard operational hours.
- Paid Time Off: Paid holidays, 10 vacation days, 10 sick days, and 2 personal days.
- Health & Insurance Benefits: Health, Dental, and Vision Insurance available.
- Pension: IMRF