



## **Accounting Specialist**

The Miami Valley Regional Planning Commission (MVRPC) is accepting resumes for the Accounting Specialist position. Under the supervision of the Director, Finance and Human Resources Administration, the Accounting Specialist compiles, maintains and processes financial reports and information necessary for daily recordkeeping and accounting duties. The Accounting Specialist is responsible for accounts receivable, accounts payable and payroll functions in addition to serving as the benefit liaison for the organization.

Miami Valley Regional Planning Commission is looking for a candidate with experience processing invoices, entering requisitions, approving purchase orders, preparing vendor payments, new hire benefit coordination, preparing payroll for processing, maintaining accounting records, and grant administration.

MVRPC is looking for candidates who possess: 1) knowledge of accounting, finance and budgeting principles; 2) experience using Microsoft D365 and AccuFund software; 3) effective organizational skills and interpersonal skills working with team members and the public; 4) knowledge of Microsoft Word, Excel, PowerPoint, database and financial management software; 5) working knowledge of cost accounting; and 6) critical thinking and analytical skills.

Minimum qualifications for the Accounting Specialist positions include: Bachelor's Degree in accounting with a minimum of two (2) years of experience, preferably with a government agency. Experience in cost accounting and familiarity with financial regulations of federal agencies and grant administration highly desirable.

Starting salary will be determined based on qualifications. Submit a cover letter and resume via e-mail to [personnel@mvrpc.org](mailto:personnel@mvrpc.org) or via regular mail to Personnel, Miami Valley Regional Planning Commission, 10 North Ludlow, Suite 700, Dayton, OH 45402.

To learn more about Miami Valley Regional Planning Commission, visit our website [www.mvrpc.org](http://www.mvrpc.org).

Application deadline: November 16, 2020

**An Equal Opportunity Employer**