



MOSAIC  
FAMILY SERVICES

**Position:** Accounting Specialist I

**Supervisor:** Senior Accounting Specialist

**Program/Dept.:** Finance Department

**Location:** Dallas, TX

**Hours:** Monday-Friday, 8:45am – 5:15pm

**Type:** Full-time, 40 hours/week, Schedule hours may be flexible as necessary to achieve department objectives, tasks, activities, responsibilities

**Classification:** Non-Exempt

### **Summary**

The Accounting Specialist plays a vital role in the Finance team, primarily focused on effectively managing the accounts payable (AP) process and providing administrative support. This position is responsible for processing invoices, staff reimbursements, ensuring accuracy and compliance, and maintaining vendor records. The Accounting Specialist also handles communication with vendors and internal staff, as well as performing general administrative tasks to facilitate smooth AP operations.

### **Essential Functions and Responsibilities**

#### **1. Invoice Processing**

- Receive, review, and process invoices for accuracy, completeness, and adherence to company policies and procedures.
- Enter invoices into the accounting system, ensuring proper coding and classification.

#### **2. Expense Verification**

- Verify expenses against purchase orders, contracts, and supporting documentation.
- Identify any discrepancies or issues and work with relevant stakeholders to resolve them.

#### **3. Vendor Communication**

- Serve as a primary point of contact for vendor inquiries and communications related to accounts payable.
- Respond promptly and professionally to vendor inquiries and resolve any payment-related issues.

#### **4. Vendor Record Maintenance**

- Maintain accurate and up-to-date vendor records, including W-9 forms, contact information, payment terms, and tax identification numbers.
- Monitor vendor accounts to ensure timely and accurate payment processing.

#### **5. Payment Processing**

- Prepare and process payments, such as checks, electronic transfers, and ACH payments, in accordance with established payment terms.
- Ensure accurate and timely payment issuance.

#### **6. Staff Reimbursement**

- Review staff reimbursement requests, including mileage reporting, ensuring adherence to company policies and accurate calculations.
- Verify supporting documentation and reconcile reimbursement requests against approved budgets.

#### **7. Process In-Kind Donations and Services**



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- Track, record, and maintain accurate documentation of in-kind donations and services, ensuring proper valuation and compliance with relevant accounting standards and organizational policies.
  - Work with other departments to verify in-kind contributions and ensure they meet grant or matching requirements as needed.
8. *General Administrative Support*
- Provide administrative assistance, such as scanning and filing documents, organizing paperwork, and managing data entry tasks related to accounts payable.
9. *Collaborative Support*
- Collaborate and coordinate with relevant departments to gather necessary documentation and resolve inquiries.
10. *Compliance and Recordkeeping*
- Ensure compliance with relevant regulations, policies, and internal controls related to accounts payable.
  - Maintain proper documentation and records of accounts payable transactions for audit purposes.
11. *Training*
- Stay updated on industry trends, best practices, and emerging technologies in accounts payable and financial management, and other relevant topics.
12. Other tasks assigned by Lead Accounting Specialist.

## **Qualifications and Skills**

### *Required*

- Bachelor's degree in accounting or related field and/or one-year work-related experience.
- Strong knowledge of Microsoft Word, Excel, PowerPoint and computerized accounting systems (Quickbooks).
- Attention to detail and accuracy in data entry and transaction processing.
- Strong communication skills to effectively interact with vendors and internal stakeholders.
- Strong organizational and administrative skills.
- Ability to multi-task and work independently in a fast-paced work environment.
- Comfortable in working with a culturally diverse team.

### *Preferred*

- Previous experience in accounts payable or related administrative roles.
- Knowledge of accounts payable processes, principles, and best practices.
- Familiarity with relevant laws, regulations, and compliance requirements.

**Salary:** \$46,000-\$55,000 annually

### **Benefits:**

- Health, Dental, and Vision insurance
- Life and AD&D insurance
- Employment Assistance Program (EAP)
- Employee discount program
- Retirement matching



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- Paid Time Off, Holidays and Parental Leave

### **ABOUT MOSAIC FAMILY SERVICES**

Mosaic Family Services is a nonprofit community-based organization that provides culturally and linguistically competent services to refugees and immigrants in crisis. We transform, empower, and rebuild our clients' lives through culturally competent services.

### **DEI Statement**

*Mosaic is dedicated to fostering a culture of inclusion, diversity, and belonging where everyone feels engaged, respected, and valued. We do not discriminate based on race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability. We encourage applications from traditionally underrepresented communities including BIPOC, LGBTQIA2S+, people with disabilities, veterans, multilingual individuals, and especially individuals with lived experiences similar to our client populations.*

To apply to this position, please send cover letter and resume to [hanl@mosaicervices.org](mailto:hanl@mosaicervices.org).