



## **JOB VACANCY ANNOUNCEMENT**

***Position: Accounting Services Specialist  
\$15.00 per hour  
Monday-Friday: 8am-5pm  
(Full-time)***

### ***GENERAL DESCRIPTION***

*Under the general supervision of the Director of Finance and the direct supervision of the Accounting Manager is responsible for providing financial services for individuals with intellectual disabilities including management of personal checking and savings accounts, and assists in the completion of benefit, social security and other financial forms as necessary.*

### ***MINIMUM QUALIFICATIONS***

*Any combination of education and experience equivalent to an Associates degree in business education, accounting, bookkeeping, finance or other related field. Other training and experience may be substituted relevant to position assignment.*

*Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services' insurance carrier.*

### ***HOW TO APPLY***

*Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or on line at [www.arkregionalservices.org](http://www.arkregionalservices.org). Open until further notice.*

*Ark Regional Services is an EEO employer.  
TDD 1-800-545-1813 Extension 308*

*Effective Date: May 22, 2023*

# Accounting Services Specialist Job Description

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## General Description

Under the general supervision of the Director of Finance and the direct supervision of the Accounting Manager is responsible for: providing financial services for individuals with developmental disabilities

## Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Strong verbal communication and demonstrated ability to write and speak clearly and persuasively.
- Proficiency in Microsoft office programs.
- Strong budget and money management skills.
- Managing all situations with respect and dignity for all involved.
- Reading/writing/comprehending the English language
- Able to sit for long periods of time
- Lifting or supporting 20lbs regularly and may need to lift up to 50lbs occasionally.
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and trainings yearly within the required time frame.
- Communicating with all people within the professional band of communication.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

## Job Duties

- ❖ Maintains individual client's checking and savings accounts.
- ❖ Maintains benefits including social security, SSI, and Railroad benefits.
- ❖ Assists and supports individuals with establishing monthly budgets, financial goals, and in paying bills.
- ❖ Generates various monthly reports for parents, guardians and outside agencies within time frames set by supervisor.
- ❖ Files client benefit forms and account records monthly.
- ❖ Performs miscellaneous duties as assigned.

## Minimum Qualifications

Any combination of education and/or experience equivalent to an Associate's degree in business education, accounting, bookkeeping, finance or other related field. Other training and experience may be substituted relevant to position assignments.

**FLSA STATUS:** Non-Exempt

**OSHA:** None

Developed: August 2003

Reviewed: July 2017, 2016, 2015; 2014; January 2013; November 2010, 2009; December 2008, July 2019, 2022, 2021, 2022

Revised: July 2018