

 Job Description

**Position Title: Accounting Facilitator**

**Location:** Omaha NE

**Division/Department:** Accounting

**Reports To:** Controller

**EEO Classification**: First/Mid Offs & Mgrs.

**Position Status:** Full Time

**Salary Grade:**

**FLSA Classification**: Exempt- *exempt from overtime*

**Summary of Position:**

This position oversees the day-to-day accounting function of Outlook Nebraska, Outlook Collaborative and Outlook Properties (all within the Outlook family of entities). Outlook Nebraska is a janitorial paper converting company founded in early 2000; Outlook Collaborative is the “parent” company of the Outlook family of entities founded in 2019; and Outlook Properties, LLC The position is responsible to manage and supervise the day-to-day accounting activities and is responsible for the end of month trial balance reconciliations. This position will work directly with Controller and in the areas of financial and cost accounting.

This position plays an integral role in supporting the mission of the organization by being an active participant in the overall development of Outlook associates that report to this position. The supervisor establishes learning objectives and goals; mentors; coaches; and assesses the impact. The supervisor is also responsible to maintain professional and personal development of one’s self by attending educational workshops; participating in leadership training and reviewing professional publications.

Outlook Nebraska is the largest employer of the blind and visually impaired not just in Nebraska, but a 7-state region. Outlook Nebraska produces tissue and towel products, along with hopes, dreams, accomplishments and futures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following*. (Other duties may be assigned).*

1. Supervises and coordinates activities of associate(s) engaged in calculating, posting, and verifying duties to obtain and record timely and accurate financial data for use in maintaining accounting and statistical records.
2. Oversee the day-to-day accounting functions to ensure the accurate and timely processing of accounting information.
3. Carry out customer collection(s), freight claims and reconciling payment variances in a timely fashion according to department guidelines.
4. Backup to the Benefits & Compliance Specialist to perform the bi-weekly payroll function when deemed necessary.
5. Prepare, compile and complete daily, monthly, and quarterly reports as requested.
6. Determines work procedures, prepares work schedules and expedites workflow.
7. Full understanding of the trial balance and responsible for monthly trial balance reconciliations.
8. Work with each associate in the development of their annual professional goals and implementation of steps to attain.
9. Completion of the annual evaluation of responsible associates.
10. Maintain efficient and effective lines of communication with the Controller, fellow associates, and management.
11. Contribute to the team spirit through leadership, fellowship and encouragement.

**GENERAL EXPECTATIONS:**

1. Fully devoted to mission of Outlook Nebraska, Inc. (Outlook) “to positively impact everyone who is blind and visually impaired”. Any business activities outside of Outlook shall not have a negative impact on the fulfillment of the responsibilities at Outlook.
2. Delegates work assignments to subordinates as needed; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.
3. Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
4. Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
5. Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**OUTLOOK LEADERSHIP COMPETENCIES**

1. **Project Management** - Coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
2. **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
3. **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
4. **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans, able to multi-task and manage multiple priorities simultaneously.
5. **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics
6. **Technical Skills** - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
7. **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; collaborates well between team members and departments.
8. **Quality/Quantity Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality; meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

**Position Title: Accounting Supervisor (Page 3 of 3)**

1. **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
2. **Oral Communication** – Convey easily and quickly any message; speaks clearly and persuasively in positive or negative situations; listens attentively and seeks clarification; responds well to questions; maintain professional nonverbal communication related to situation
3. **Written Communication** - Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; able to read and interpret complex written information.
4. **Leadership** –Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
5. **Initiative/Innovation –** Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed. Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others attention.

**QUALIFICATIONS**

1. Bachelor’s degree in accounting or equivalent experience
2. Minimum of four years accounting experience including a minimum of one year in cost accounting
3. Knowledge of automated financial and accounting reporting systems
4. Proficient with Microsoft Excel including use of pivot tables, formulas / functions
5. Working knowledge of other MS Office products (Word, Outlook, etc.)

Print Associate

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Associate Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Associate Direct Report: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |