JOB DESCRIPTION

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| **TITLE:** | Accounting Coordinator 1,2,3,4 | **DATE:** | 8/2017 |
| **REPORTS TO:** | Controller | **FLSA STATUS:** | Hourly Non-Exempt |
| **DEPARTMENT:** | Finance | **MGT/SPVR:** | No |

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**SUMMARY**

Work normally requires a good knowledge of basic bookkeeping procedures and a solid understanding of generally accepted accounting principles (GAAP). Typical duties include reconciling bank accounts, balance sheet and other cash accounts, listing details necessary to preparation of reports, preparing journal entries, posting entries to specified accounts, etc. This position also includes accounts receivable and/or payable coordinators at this level.

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

* Recommends policies and/or procedures to senior management and implements approved procedures and/or changes
* Performs expense account analysis and financial reporting to ensure P&L owners have good understanding of the drivers behind their monthly financials
* Reviews work in process reports to ensure timely billing and to correct costing
* Performs project and cost accounting analysis to ensure accurate, and timely revenue and expense recognition for project accounting
* Processes all deposit checks into operations database system
* Processes all electronic charge purchases, and maintain charge balances
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* Researches and initiates action on delinquent accounts including:
  + Reviews status of delinquent accounts and initiates collection activity
  + Researches disputed delinquent account balances
  + Corrects errors such as misapplied payments or deposits
  + Initiates credit requests for billing errors and shipping errors
* Reconciles customer accounts
* Processes vendor correspondence as required
* Monitor AR or AP mailboxes and distribute/respond to emails as needed
* Complete vendor forms and W9 requests from customers
* Track customer collections activity and correspondence
* Process credit card payments when necessary
* Learn Avalara Cert Capture and assist with tracking and collecting customer resale certificates
* Attends and participates in monthly finance staff meetings.
* Performs other duties as assigned

**Competencies**

* Solid knowledge of accounting concepts and principles
* Ability to accurately and timely process large volumes of data and input transactions into ERP system
* Exceptional analytical skills, understanding how to synthesize data and perform analysis to improve business processes and outcomes
* Able to translate bank statements, credit card statements, customer/vendor correspondence to accurately post or pay cash to corresponding A/R or A/P accounts and invoice line items
* Ability to reconcile general ledger accounts, cash accounts, bank statements, vendor statements, A/R customer summary statements and determine appropriate accounting treatment for resolution
* Moderate level of Excel skills, including pivot tables, V lookups, H lookups, sum ifs, & if then statements
* Detail Oriented
* High Ethical Conduct
* Influencing and Inter-Personal Communication Proficiency
* Personal Effectiveness/Credibility
* Dynamics AX &/or Dynamics 365

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE**

**Accounting Coordinator 1** - Requires a high school diploma or GED plus Bachelor’s degree and up to 2 years of related experience;or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**Accounting Coordinator 2** - Requires a high school diploma or GED plus Bachelor’s degree and up 2-5 years of related experience;or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**Accounting Coordinator 3** - Requires a high school diploma or GED plus Bachelor’s degree and at least 5 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**Accounting Coordinator 4** - Requires a high school diploma or GED plus Bachelor’s degree and at least 7 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Other responsibilities may include: assisting with staff meetings, leveraging technology to improve efficiencies, assisting with training and advocating growth/learning. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to identify and pursue missing or incomplete data. Ability to speak effectively, in English, before small groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. High level of accuracy and attention to detail. Extensive background in use of word processing and database programs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands and fingers to operate a computer keyboard, mouse, and telephone keypad; and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

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