



Job Description

Job Title: Accounting Coordinator
Last Date Revised: August 8, 2018
Reports to: Controller
FLSA Status: Exempt

The Austin DMO, Inc. (d/b/a Downtown Austin Alliance) is a non-profit, 501(c)(4) corporation dedicated to increasing the value and vitality of downtown Austin. The organization is engaged in a myriad of projects and issues that contribute to the safety, cleanliness, accessibility, and appeal of downtown Austin for the enjoyment of residents, employees, and visitors. Broadly speaking, the organization's vision and voice are manifest in two primary ways. The first way is through advocacy and engagement in planning decisions that impact downtown. The second way is through direct services that supplement city services of cleanliness and safety. The areas of focus include promoting economic development, recruiting appropriate retail businesses, improving access and mobility, addressing key safety and cleanliness issues, partnering to revitalize parks and green spaces, and fostering the success of arts, entertainment and cultural events and programs in downtown Austin.

Purpose of Position

The Accounting Coordinator assists the Controller in managing the financial activities. The coordinator tracks accounts receivable, processes accounts payable and performs bookkeeping duties. Additionally, this role is responsible for effectively managing service contracts in coordination with Operations.

Essential Job Responsibilities

Enter accounts payable into accounting system weekly.
Prepare and distribute AP checks for payment weekly.
Enter deposits into accounting system daily.
Prepare credit card statements for payment monthly.
Prepare journal entries—month-end and accruals.
Prepare bank reconciliations monthly.
Maintain and file accounting records both physically and electronically.
Work with Controller to assure proper month end cut-off.

Maintain communication between the organization and its collaborators, including reporting and observing compliance with city partners.
Manage service contracts, including day-to-day oversight.
Perform special projects as assigned.

Minimum Job Qualifications:

Education

- Bachelor's degree in accounting, with additional business management courses optional but helpful

Experience

- 2-4 years of experience in an accounting role
- MIP Fund Accounting experience preferred
- Experience in contract management

Competencies and Skills:

Thorough knowledge of all aspects of the accounting and bookkeeping process.
Excellent skills in verbal and written communication.
Ability to manage simultaneous projects, contracts and programs with keen attention to detail.
Strong analytic and problem-solving skills.
Ability to develop and manage department budget.
Ability to deliver effective, ongoing customer service to the membership.
Ability to develop effective, trusting relationships and partnerships with governmental entities, property and business owners and managers, staff, and other stakeholders.

Management / Supervisory Responsibility:

This position is not responsible for the supervision of others.

Accountabilities:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Hire/Term | <input type="checkbox"/> Compensation | <input checked="" type="checkbox"/> Budgets | <input type="checkbox"/> Assign Work |
| <input checked="" type="checkbox"/> Discipline | <input checked="" type="checkbox"/> Appraisals | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Work Review |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Promotions | <input type="checkbox"/> Training | <input checked="" type="checkbox"/> Work Leader |

Knowledge Required

- Excellent skills in verbal and written communication, effective time management, and analytic and problem-solving skills.
- Thorough knowledge of all aspects of the accounting and bookkeeping process.

Physical & Sensory Demands of the Position

Physical, sensory and mental requirements necessary to perform this job

Seeing	Yes	Driving	Yes	Judgment	Yes
Perceptions	Yes	Pushing/Pulling	No	Decision Making	Yes
Hearing	Yes	Communications	Yes	Understanding	Yes
Speech	Yes	Verbal	Yes	Problem Solving	Yes
Dexterity	Yes	Reading	Yes	Directions	Yes
Movement	No	Writing	Yes		<input type="checkbox"/>
Climbing	No	Clerical	No		<input type="checkbox"/>
Lifting/Carrying	No	Analysis	Yes		<input type="checkbox"/>
- # of lbs.		Comprehension	Yes		<input type="checkbox"/>

Job Description Approvals:

Management: _____ Date _____

Human Resources: _____ Date _____