



Job Description

Job Title: Accounting Coordinator

Department: Accounting

Supervisor: Controller

FLSA Status: Exempt

Summary

Assists the Controller in managing financial activities by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed to accounting system.
- Enters accounts payable into accounting system on a weekly basis.
- Prepares and distributes accounts payable checks on a weekly basis.
- Enters deposits in accounting system daily.
- Prepares credit card statements for monthly payments.
- Manages journal entries for month-end and accruals.
- Reconciles bank statements every month.
- Maintains physical and electronic accounting records.
- Works with Controller to ensure proper month-end cut off.
- Serves as liaison between the organization and its collaborators, including reporting and observing compliance with city partners.
- Manages service contracts, including day-to-day oversight.
- Manages Contract Administration including contract renewal and invoice coordination.
- Manages accounts payable process and remote deposits in Bank of American CashPro on a weekly basis.
- Syncs and reconciles CashPro to MIP on a weekly basis.
- Reviews and processes monthly credit card expenses report in GRAM.
- Assists Controller to ensure a smooth audit process by preparing documents and field works.
- Prepare financial statements for DAAF monthly board meeting.

- Prepares budgets and forecasts to projects, tracks expenditure, and performs billing and account receivables functions.
- Maintains and develops financial models for budget and operation purposes, ensuring contract compliances.
- Manages and monitors company IT subscriptions, including add/remove users, monthly payment, billing adjustment, upgrade/downgrade plan, renewal.
- Assists with other duties, as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

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.

Education and/or Experience

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

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 frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

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.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date