



Job Title

Accounting Coordinator

Job Description Overview

The Accounting Coordinator manages and organizes daily accounting tasks including accounts payable, accounts receivable, journal entries, bank and credit card reconciliations, timekeeping and payroll. This position ensures the accuracy and completeness of accounting and financial transactions and ensures that the appropriate supporting documentation is received. The Accounting Coordinator serves as a point of contact for managers, employees, vendors and clients regarding financial information requests including account statements, reporting, expense reimbursements and payroll questions.

The Accounting Coordinator reports to the Director of Operations and the Finance Director.

Job Responsibilities

General Accounting

- Reviews, codes and ensures payment requests are accompanied by the appropriate supporting documentation as mandated by federal, state, municipal and private funders and by the organization's financial policies and procedures.
- Enters account payables, receivables, credit card charges, grant and pledges receivable, EFT and ACH activity and standard and recurring journal entries into the accounting general ledger system.
- Processes payments on a weekly check run schedule, prints checks, summarizes by funding source, and prepares checks for review by the Director of Operations and signature by the Executive Director.
- Monitors bank account activity daily and reconciles the organization's bank statements and credit card statements on a monthly basis.
- Performs thorough self-review of work: check calculations, postings, and documents for correct data entry, mathematical accuracy, and proper general ledger and cost center coding.
- Researches and resolves vendor payment issues and ensures updated W-9 forms are on file for vendors and prepares and files annual 1099s to vendors.
- Creates and distributes client invoices in a timely manner and communicates with clients about financial information.

Development and Grant Accounting Support

- Reconciles the development and fundraising database software with accounting general ledger system and provides reporting and supporting data for grant application submissions.

- Tracks grant expenditures and reimbursements to ensure full grant budgets are utilized and maintains complete and accurate files that adequately document grant revenues and expenses.
- Communicates with administrative and operations staff to accurately allocate expenses among grants and programs.

Payroll and Timekeeping Management

- Prepares semi-monthly payroll in agreement with established payroll procedures and deadlines and ensures the accuracy of employee benefit and tax deductions, wage assignments and paid time off accruals.
- Works in partnership with the Director of Operations to ensure that payroll system is updated for new hires, employee terminations and compensation changes, timekeeping allocation codes and maintains accurate and complete payroll processing files.

Required Skills, Experience and Knowledge

- Associate degree with accounting coursework required.
- Strong knowledge of generally accepted accounting principles (GAAP) and federal and state cost principles and fiscal requirements, including documentation requirements.
- Proficient experience with Microsoft Excel and QuickBooks.
- Excellent organization skills and high attention to detail.
- Ability to manage time, office space, and tasks effectively to ensure deadlines are met and proper records are maintained.
- Ability to process, protect, and exercise discretion in handling confidential and sensitive information and materials in a professional manner.
- Ability to communicate verbally and in writing in a manner that consistently demonstrates respect, concern, and responsiveness.

Preferences

- Bachelor's degree in accounting or related field and at least one to two (1-2) years of accounting experience, preferably in a non-profit setting preferred
- Prior work experience processing payroll using payroll software support such as ADP or other payroll processing software preferred.

Working Conditions

- General office conditions with shared office environment.

Job schedule

This job is part-time and projected weekly hours are 20-25 per week on average. Ideal schedule is Monday through Friday from 10am – 3pm, however other work schedules that meet the 20-25 hours per week requirement will be considered.