



## **ACCOUNTING COORDINATOR**

### **JOB SUMMARY**

Under the direct supervision of the Director of Finance, this position supports financial services and reporting for the organization. This position will play an integral role within the finance department.

This individual will play a critical role in fostering a positive, responsive and collaborative work environment for SHM. This position will be a key role within various functions within the finance department and assist all cost centers of the organization. This individual's support, guidance and sense of accountability to others will help to create a positive and open community & culture within the organization.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

#### **Financial Services and Administration**

- Manages various vendor, consultant and support service accounts and relationships
- Support the organization's various needs and assist in the management of the organization's contracts, insurance and intellectual property.
- Manage and track invoice distribution to obtain proper approvals.

#### **Financial Reporting & Compliance**

- Work with the Junior Accountant to collaborate with the SHM Project Managers to ensure coordination of the organization's financial and operational group.

#### **Financial Operations**

- Perform all aspects of Accounts Payable to include, coding invoices, entering batches, and processing checks.
- Audit vendor lists and prepare 1099s at year end.
- Accessing and distributing credit card statements for approval and coding.
- Assist in year end audit preparation
- Assist Junior Accountant with invoices, collections and refunds.
- Support daily functions and various department processes.



### **QUALIFICATIONS**

- 2+ years' experience in a business, operations, or administration/support role.
- Knowledge of business & facilities management concepts, practices, standards, and procedures.
- 1+ year experience working in financial department
- Experience working with Personify 360 and Great Plains preferred.
- Proficiency with MS Office applications; experience with MS Project a plus.
- Ability to quickly learn new systems, technology, and methods.
- Bachelor's degree preferred.
- Excellent writing and communication skills are a must, as well as the ability to problem solve in a quick-paced environment and work collaboratively with others.