

The accounting coordinator will act as a point of contact between the different parts of the accounting department, including accounts payable, accounts receivable, and external parties, such as vendors, clients, or lenders. They may handle bookkeeping, assist in preparing financial reports, taxes, and audits, and resolving discrepancies.

### **Duties and Responsibilities**

Accounts Payable Department:

- Assist with matching invoices to P.O.s and managing open/closed P.O.s, including those integrating from Workplace for the Rays
- Assist with keying invoices and check requests not integrating from Workplace for the Rays
- Collect coded receipts and record credit card transactions through Netsuite integration for 4 corporate credit cards; reconcile, file statements and receipts in file room and on shared drive; weekly download statements to be proactive in getting receipts before month end statement
- Weekly filing and annual storage of records
- Backup AP Admin cutting checks SB, Rowdies, Rays
- Complete credit applications
- Assist in paying bills with Corporate credit card

Accounts Receivable Dept., including:

- Invoicing for sponsorships, broadcasts, events, miscellaneous items for Rays and SB
- Post cash receipts to aging for Rays and SB
- Record deposits to the GL for Rays and SB

Accounting:

- Record Payroll for certain companies through integration to Netsuite and record manual checks to Netsuite checkbooks
- Record 401k, ADP, Flex Spend, Square, Shift4, Tickets, Parking, other bank transactions, etc.
- Monthly postage allocation for Rays and Rowdies; monthly book 401k match
- Pay and record Fedex invoices weekly; pay Synovous credit card weekly; record monthly Verizon invoice
- Assist with accounting for capital/fixed assets, including saving invoices and other documents to the accounting system, entering assets into the accounting system, and any other related tasks
- Special projects, reports, and other related duties and tasks as required from time to time

- Various ad hoc reporting to increase efficiency and productivity
- Maintain/update documentation on processes and procedures
- Participate in monthly close and annual audit
- Other duties as assigned.

## **Qualifications**

- 2 years of general accounting experience or Bachelor's Degree in Accounting or Business
- Beginning to Intermediate Excel and Word skills desirable with ability to adapt to improving technologies
- Netsuite, Concur, and Paramount Workplace software experience desirable but not required
- Ability to prioritize, multi-task and be detail oriented in a fast paced deadline driven environment
- Strong communication and organizational skills with ability to work with all levels of employees within the company
- Discretion with confidential information

We are an equal opportunity employer and all qualified applicants will receive

consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.