

	Position: Accounting Coordinator	
	Department: Administration	
	Pay Rate: \$48,000-\$55,000	Status: Exempt
	Last Revised: 05.2023	

The Accounting Coordinator is responsible for processing payroll, accounts payable payments, accounts receivable, and cash receipt deposits; creating monthly accounts receivable invoices; and creating monthly grant billings to various grantors as assigned; and responding to vendor and staff inquiries as needed. The Accounting Coordinator provides backup to the Controller as needed.

This is a full-time position reporting to the Controller.

Supervision Exercised

None

Duties

- Responsible for processing accounts payable and payments in conjunction with the Accounting Coordinator.
- Responsible for creating Cash Receipts and Accounts Receivable deposits
- Work with the Controller and Finance staff to prepare the various grant billings in a timely and accurate manner. This includes: Pulling timesheets, pay stubs, accounts payable backup documents along with allocation backup. Completing the Request for Funds per Grant requirements along with submitting the billing.
- Process timesheets and process payroll.
- Manage and support the processing of operating and Program disbursements with accuracy and timeliness.
- Investigate and resolve vendor and staff inquiries concerning reimbursements, and document pertinent issues/resolutions and department action taken as needed.
- Maintain necessary records for reporting and auditing purposes.
- Provide reports and documentation as needed.
- Assist in reconciling the monthly billing to the accounting software general ledger.
- Transmit data files to the bank as needed.
- Review and verify account coding on accounts payable is correct and if necessary, notify appropriate staff and determine the correct coding.
- Provide backup to Finance Controller and Finance staff in providing data and proof for weekly State Grant draw requests and maintaining the State drawdown binder.
- Maintain necessary records for reporting and audit purposes.
- Assist with all audits as needed.
- Assist with auditing annual IRS TIN reporting (CP-2100); mail B-notices to vendors; set up/correct 1099 screens in A/P; maintain vendor contact log; correspondence with IRS as needed.
- Design processing forms as needed.
- Provide backup with daily cash management.
- Ensure that the program philosophy is followed as it applies to vendor and client payments.
- Assist in orientation and training of staff, interns, and volunteers as directed.
- Provide backup support to the finance department as needed.

- Attend and participate in department/agency staff meetings and other events as needed and report pertinent information to the finance department.
- Achieve an understanding of the agency's mission, strategic focus areas, and overall goals and objectives. Contribute to the success of these areas.
- Perform other tasks as assigned.

Minimum skills required:

Knowledge of:

- Accounts payable
- Payroll
- Cash Receipts and Accounts Receivable
- Account reconciliation
- Basic Accounting concepts
- Business math
- Windows-based computer software programs
- Working knowledge of Microsoft 365 (Office) programs
- Best Supervisory Practices

Ability to

- Meet time deadlines (applies to all tasks)
- Be detail-oriented
- Possess good organizational skills
- Computer literate
- Good interpersonal skills and effective communication skills
- Function in a team environment
- Alpha-numeric filing
- Learn software systems as needed
- Maintain confidentiality of client/agency information
- Work efficiently and effectively
- Operate office equipment
- Exercise good judgment while adhering to the Children's Cabinet's policies and procedures
- Provide support and direction to department staff
- Learn and implement new requirements as necessary
- Communicate in a positive, friendly manner to the public and associates; handle challenging or confrontational clients or vendors
- communicate ideas and information through written and verbal means
- Meet stringent timelines while maintaining a high level of accuracy and following detailed procedures
- Adapt to changing software needs or requirements of the subsidy program
- Maintain confidentiality of client/agency information
- Seek information to troubleshoot software/accounting problems
- Investigate and resolve payment-related issues

Special Requirements

- Bachelor's degree or at least five years of related experience

- Must possess Excel skills to include formatting cells, VLOOKUP Formula, Concatenate Formula, Text to Columns, Remove Duplicates, and Pivot Tables
 - Must have reliable transportation to get to and from work.
 - Must possess a valid Nevada Driver's license and proof of insurance when using a personal vehicle for company business.
 - May require some evening and weekend work.
 - Job requires repetitive key stroking; ability to sit for long periods (2 hours +); must be able to lift and carry at least 20 pounds.
 - Able to use office equipment (phones, fax, copier, mail meter, etc.
 - Knowledge of Sage Intacct accounting software and/or Bill.com AP interface a plus
 - Knowledge of Datis payroll a plus
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This is a full-time position eligible for benefits.

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It is the policy of the Children's Cabinet, Inc. that all employees are employed at will of both the employee and the Children's Cabinet