



**Position Title:** Accounting Coordinator

**Employment Type:** Full – Time, Non – Exempt

**Unit Organization:** Finance & Accounting

**Reports to:** Controller

**Salary Range:** \$47,500 - \$55,000

## **PURPOSE OF POSITION**

The Accounting Coordinator will play a key role in managing the accounts payable (AP) and accounts receivable (AR) functions, ensuring accurate, timely processing of financial transactions. This position collaborates with team members across the organization, maintaining clear financial records and upholding financial compliance standards.

## **KEY AREAS OF RESPONSIBILITY**

The primary responsibilities of this position include but are not limited to:

Accounts Payable (AP):

- Process vendor invoices, verify accuracy, and ensure timely payment.
- Maintain organized records of purchase orders, invoices, and payment transactions.
- Reconcile accounts and resolve discrepancies with vendors.
- Ensure all expenses are coded accurately and aligned with budget allocations.

Accounts Receivable (AR):

- Manage the invoicing and tracking of receivables across the organization, including program fees, grants, contributions, and other revenue source.
- Track receivables, monitor aging, and follow up on overdue payments.
- Record donations and contributions in the campaign database, coordinating with the Donor Relations team to ensure accuracy.
- Reconcile AR balances and provide regular updates to budget manager.

### Compliance, Reporting, & General Accounting Support

- Assist in preparing month – end and year – end closing processes, including journal entries and account reconciliations as needed.
- Assist the team in preparing financial reports for audits and grants compliance.
- Maintain financial records in compliance with generally accepted accounting principles (GAAP).
- Assist with special projects as needed.

### **QUALIFICATIONS**

- 1-3 years in accounts payable, accounts receivable, or general accounting preferred. Applicable education will be considered in lieu of experience.
- Experience in nonprofit accounting is preferred.
- Proficiency in accounting software and Microsoft office including a high level of proficiency in the Excel software.
- Proficiency in Salesforce CRM software is preferred.
- Strong attention to detail.
- Excellent organizational and time management skills.

### **APPLICATION INSTRUCTIONS**

Applications and inquiries can be directed to [hr@unitedwaynwvt.org](mailto:hr@unitedwaynwvt.org). Please attach a copy of your resume and cover letter to your application. The deadline to apply is February 16<sup>th</sup>, 2025.