

POSITION DESCRIPTION

POSITION TITLE: Accounting Coordinator
REPORTS TO: Finance Director
SUPERVISES: Accounting Assistant I and II
FLSA STATUS: Exempt

POSITION PURPOSE:

Responsible for grant accounting, preparation of monthly closing, assisting with human resources, and overseeing and coordinating payroll, accounts payable, and accounts receivable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources/Payroll

- Maintain information in payroll, HR, and timesheet accounting software modules
- Maintain voluntary and involuntary employee payroll deductions (garnishments, child support, retirement plan loans, etc.)
- Maintain paper and electronic employee files
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Perform payroll benefit and deduction reconciliations (health, dental, vision, life, long and short-term disability, Aflac, and legal services)
- Coordinate company benefits with employees and third-party providers
- Review payroll processing to ensure data integrity
- Perform other tasks requested by supervisor as needed

Grants Accounting/Monthly Closing Preparation

- Prepare bank reconciliations
- Maintain prepaid insurance and depreciation schedules
- Record monthly journal entries (interest, insurance, depreciation, designated donations, deferred revenue, adjusting/correcting entries, etc.)
- Analyze and modify payroll journals to maximize grant spending
- Read and understand grant contracts to determine grant periods and eligible expenditures
- Use advanced Excel knowledge to prepare reader-friendly spreadsheets needed for accounting purposes with complex formulas
- Manage grant expenditures to ensure grants are fully spent according to grant budgets
- Prepare monthly billings and expenditure reports for funders
- Review subrecipient billings and track spending for grants which agency is fiduciary
- Create any required accounting system transaction reports, general ledger reports, and financial statements
- Maintain paper and electronic files for grant binders and journals
- Perform other tasks requested by supervisor as needed

Accounting Team Coordination

- Oversee and coordinate payroll, accounts payable and accounts receivable processing
- Provide regular supervision. Set long-term and short-term expectations and manage deadlines
- Provide ongoing feedback and supportive problem solving
- Complete periodic staff performance evaluation in a timely manner
- Encourage initiative and ongoing professional development activities
- Ensure appropriate orientation, training, and support for new direct reports

AGENCY RESPONSIBILITIES:

- Actively support the SOS commitment to diversity in all areas and responsibilities

- Uphold and ensure appropriate enforcement of all agency policies and practices
- Participate in community relations and outreach tasks as directed and required
- Participate in educational opportunities to ensure working knowledge / competency of the duties of this position

BASIC QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in Accounting, Finance, or related field
- Five years of relevant experience preferred
- Working knowledge of web-based payroll system (e.g., EWS/HR for MIP)
- Working knowledge of accounting systems (e.g., MIP Fund Accounting)
- Ability to create accounting system reports for general ledger and financial statements
- Knowledge of principles and practices of accounting
- Ensure integrity of accounting data entry by reviewing work of self and team members
- Ability to create and maintain a chart of accounts
- Knowledge of local, state, and federal wage and hour laws
- Problem analysis and problem resolution
- Ability to plan and manage multiple projects
- Ability to work under pressure and meet accounting deadlines
- Effective written, verbal and organizational skills
- Ability to use an adding machine for a variety of accounting functions
- Proficiency in Microsoft Word, Outlook, Excel, is required
- Advanced ability to work with complex spreadsheets and formulas in Excel
- Ability to perform mathematical functions
- Ability to perform independently and to work in a team environment, to put personal preferences aside for the good of the team
- Ability to lift 40 lbs
- Ability to sit for a long periods of time
- Handle confidential information with discretion
- Work with minimum supervision
- Ability to set up and maintain an organized and neat work environment
- Ability to communicate effectively with people from diverse backgrounds and with individuals from all levels of the organizations
- Willingness to perform tasks immediately when requested
- Attention to detail and accuracy are essential
- Possess valid Michigan Driver's License and auto insurance that meets agency requirements
- Commitment to vulnerable populations
- Maintain compliance with the Substance Free Work Place Act, the Privacy Act and Federal, State, and local laws regarding professional standards of conduct

I have read, understand, and accept my responsibilities as articulated in the above job description.
(Please sign and return to the Human Resource Director).

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.