



JOB DESCRIPTION

Job Title: Accounting Coordinator
Reports To: Accounting Manager
FLSA Status: Nonexempt

Job Summary:

Under general supervision, performs various billing, accounts payable and administrative functions. Ensures compliance with established policies, procedures, rules and regulations.

Essential Duties and Responsibilities:

Other duties may be assigned as necessary.

Accounts Receivables/Billing

Review and posting weekly billing submitted by the programs.

Process manual and unit billing transaction for all programs.

Communicate with the programs regarding any billing errors during submission and regarding rebill processing.

Post all cash receipts (i.e. accounts receivable and 835).

Ensure that payments are posted to the correct customer, invoice, and/or accounts receivable account.

Monitor receivable balances for assigned customers and notify Accounting Manager of any large balances.

Upload billing for payroll processing.

Accounts Payable

Manage the petty cash.

Reconcile the credit card transaction to the expense reports.

Match billing and packing slip with the approved invoices.

Reconcile the monthly mileage and expense logs.

Assist with filing invoices.

Production

Mail weekly invoices for all production sales from the program and post transaction.



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Abide by, enforce and participate in the implementation and ongoing oversight of all LifeSpan safety standards and regulations.

Supervisory Responsibilities:

This job has no direct supervisory responsibilities.

Competencies:

To perform the job successfully, you must demonstrate the following competencies:

Use of Technology - Demonstrates required skills; Adapts to new technologies; Troubleshoots technological problems; Uses technology to increase productivity; Keeps technical skills up to date.

Communications – Clearly expresses ideas and thoughts verbally; Clearly expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Edits work for spelling and grammar.

Relationship Building - Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints.

Customer Service - Manages difficult or emotional customer situations in a professional manner; Responds promptly to customer needs and requests for assistance; Incorporates customer feedback to improve service.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Job Knowledge/Organizational Support - Follows policies and procedures; Completes tasks correctly and on time; Supports LifeSpan's goals, values, and mission; Strives to continuously build knowledge and skills.

Organizing Ability - Simultaneously handles several assignments; Prioritizes and plans work activities; Uses time efficiently; Sets and meets goals and objectives.

Quality - Maintains accuracy and thoroughness; Looks for ways to promote quality, while increasing productivity at the same time; Monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum of a two-year Associate's Degree in accounting or business administration with a minimum of four years of basic accounting experience or a high school diploma/GED and a minimum of five years of basic accounting experience.

Mathematical Skills



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Ability to calculate figures and amounts such as discounts, interest, commissions, allocations and percentages.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Language Skills

Ability to read and interpret documents such as contracts, lease and other agreements, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to explain financial information to non-financial management.

Computer Skills

Must be proficient in spreadsheet software (MS Excel) and word processing software (MS Word). Should be familiar with general purpose financial software (e.g. Great Plains Dynamics). Must be proficient in electronic online billing systems.

Physical Requirements

Must be able to exert up to twenty-five pounds of force occasionally and/or frequently to lift, carry, push, pull or otherwise move objects. Will lift no more than forty pounds independently.

Other Qualifications

Must have the ability to comprehend, interpret and apply regulations, procedures and office operations. Must have comprehensive knowledge of the accounting and personnel terminology used within the department. Must have the ability to perform the required mathematical calculations accurately and quickly. Must be able to establish and maintain effective and efficient filing systems (paper and electronic) for accounting documents and records.

Additional and/or Program Specific Responsibilities:

Food Nutrition Program - Prepare paperwork to be sent to the sites concerning the food nutrition contract. Gather, sort and compile paperwork from sights. Complete the enrollment process and fills out contract for food nutrition service. Write policies, job descriptions, and procedures as needed for the food nutrition program. Develop training program for food nutrition workers. Hold training sessions. Review and balance on a monthly basis: attendance, change of enrollment, participation records, and affidavits of enrollment. Complete Requests for Reimbursement and monthly summary record for both child and adult food programs and mail to Nutrition Program. Complete hand written journal (required by CACFP) for all expenditures and income stating date, business where funds spent, amount and what it was for. When funds are received from CACFP they are balanced with sites and dispersed through GL. Remind monitors to visit sites and fill out paperwork. Collect and maintain said paperwork. Explain and work with the Regional Executives on the bidding process. Receive and sort to correct position and new policies or procedures to correct individuals for them to be implemented. Develop new paper work correcting and alleviating problem situations.



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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date