



## POSITION DESCRIPTION: Accounting Coordinator

### OVERALL ACCOUNTABILITY:

The Accounting Administrator will be responsible for the performance of a variety of duties from back-office calculations to front desk customer service. Responsibilities may include posting the day's receipts, creating deposits, entering, verifying, and reconciling transactions such as Accounts Payable and Receivable, cheques, electronic payments, cheque requisitions, customer refunds and bank statements. Other responsibilities may include the performance of related clerical duties, such as word processing, maintaining filing and record systems, and scanning.

The ability to work with others is paramount and a high standard of personal performance is valued. An administrator must have solid working knowledge of their field and should be able to speak, with authority, to Managers about specific projects or tasks.

DUTIES & RESPONSIBILITIES:
<ul style="list-style-type: none"> <li>• Accounts Receivables Reconciliation               <ul style="list-style-type: none"> <li>○ Responsible for specific vendors and ensuring monies are collected in a timely manner</li> <li>○ Communicate with vendors for past due receivables</li> </ul> </li> <li>• Posting of payments received and review of invoices to ensure accuracy               <ul style="list-style-type: none"> <li>○ Creating deposits and ensuring accuracy</li> <li>○ Identify discrepancies and/or adjust invoices or communicate with agent/manager</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Accounts Payables Reconciliation               <ul style="list-style-type: none"> <li>○ Responsible for specific vendors and ensuring monies are paid in a timely manner</li> </ul> </li> <li>• Make payments to vendors, post the payments and review invoices to ensure accuracy</li> <li>• Identify discrepancies and/or adjust invoices or communicate with agent/manager</li> <li>• Review operating expense invoices for accuracy, ensure correct approval has been obtained and post accordingly</li> <li>• Work with various departments to find relevant information or follow up on variances</li> </ul>
<ul style="list-style-type: none"> <li>• Any Adhock requests by management</li> </ul> <p>Specific aspects of required duties &amp; responsibilities</p> <ul style="list-style-type: none"> <li>• Internal transfers and reconciliation of accounts within the company</li> <li>• Receipting payments and reconciling to correct invoices</li> <li>• Reviewing Aged Accounts Receivables to ensure accounts are up to date</li> <li>• Reconcile Corporate Credit Cards on a weekly basis</li> <li>• Reconcile weekly BSP report</li> <li>• Reconcile Client Receivables/Payables</li> <li>• Reconcile Merchant accounts</li> </ul>

### RELATIONSHIPS:

- Works closely with other administrators, specialists, and consultants
- Liaises with Managers or Supervisors to ensure a high standard of work



- Teamwork at the staff level is required

#### **WORKING CONDITIONS**

- Home Based and eventually office environment
- Regular hours with overtime as required

#### **QUALIFICATIONS AND EXPERIENCE:**

- High school diploma or equivalent
- 2 – 3 years' experience within industry or related role
- Very computer literate (MS office, windows, Excel)
- High personal standards for work and strong sense of responsibility
- 1 – 2 specific skills as necessitated by department

#### **OTHER CHARACTERISTICS NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THIS POSITION**

- Good communication skills, able to clearly articulate thoughts
- Ability to respond to change and problem solve
- Ability to multi-task
- Able to delegate tasks when necessary to complete projects
- Work well under pressure
- Ability to work in a team environment in a minor leadership or assistance role
- Sound judgement to escalate issues to Managers or Supervisors
- Highly confident
- Strong sense of personal responsibility
- Detail oriented