

Job Description: Accounting Coordinator

Job Function:

The Accounting Coordinator is responsible to for the management and performance of a wide range of accounting and financial functions for Catholic Charities programs.

An understanding of and a commitment to Catholic Charities DOL overall mission and services will play a very important role in the Accounting Coordinator's ability to be successful in securing support for the organization.

Job Responsibilities:

1. Primarily responsible for coordinating and overseeing the day-to-day functions of accounts payable, accounts receivable, payroll, and other related accounting functions; including supporting these positions, if necessary.
2. Coordinating and or performing various monthly accounting operations including, account reconciliation, bank reconciliation, monthly allocation, and associated journal entries.
3. Verifies the accuracy of accounts payable, accounts receivable, cash receipts, and payroll coding prior to posting.
4. Monitors restricted contributions and other fund transactions and reports activity and status to applicable programs.
5. Assists with the preparations for the annual audit and other finance department activities as required.
6. Perform other duties as requested.

Mandatory Qualifications/Certification:

- Excellent writing skills, effective verbal and interpersonal communications skills.
- Education/Experience: to perform this job successfully, an individual must have:
 - ❖ A Bachelor's Degree in Accounting or related business field is recommended.
 - ❖ A minimum of two years of experience in accounting and strong knowledge of General Ledger or an equivalent combination of education and experience.
- Ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- Knowledge of social and community services, and a commitment to support and implement the philosophy, values and policies of Catholic Charities DOL.
- Computer experience essential. Knowledge of Word, Excel and other Microsoft programs necessary.
- Open to work on some evenings and weekends.

EQUAL OPPORTUNITY EMPLOYER