

PPAI JOB DESCRIPTION

Accounting Coordinator

Brief Summary of Position

The Accounting Coordinator under general direction of the Director of Finance, is responsible for generating & delivering timely & accurate account reconciliations and account analysis. Complete Process of payables (Vendor setup, Invoice input, Check processing) according to due date and/or date of available approval. Provide purchase order numbers in a timely fashion. Produce monthly reconciliation of fixed asset, prepaid expense, unearned revenue accounts and employee receivables. Research questions about payables in a timely fashion and relay information in a professional manner. Maintain appropriate files related to activities.

Reporting Structure

Title of reporting manager: Supervisor

Department: Finance

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt

Compensation (Hourly / Salary): Hourly

Job Status (Full-Time /Part-Time /Temp): Full Time

Daily Schedule (Start time Flexible / Not Flexible): Start Time Flexible

Work Location: Position must work from HQ location/Hybrid work schedule

Job Discretion

How many people does this position supervise? -0-

Does this position have disciplinary responsibilities: No

Does this position have hiring / termination responsibilities: No

Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties (Most Important)

1. Process monthly transactions
2. Manage purchase order records
3. Maintain contract files
4. Prepare monthly account reconciliations
5. Research payables questions
6. Maintain appropriate files
7. Process journal entries
8. Process expense reports for all employee card holders
9. Process travel expense reports for employees without a company card
10. Collect funds owed back to PPAI from personal use of the company card & cash advances.

Secondary Responsibilities

1. Processing payables in QuickBooks
2. Processing receivables in QuickBooks
3. Processing journal entries in QuickBooks
4. Utilize Wild Apricot and Affinipay to research invoices and payments received
5. Maintain appropriate files
6. Processing deposits in QuickBooks
7. Process monthly FedEx allocation and journal entries
8. Process monthly ACH debit journal entries
9. 1099 vendor reporting
10. Other duties as assigned

Additional Essential Functions or Responsibilities:

1. Exceptional professionalism.
2. Strong prioritization skills.
3. Multi-tasking capability.
4. Cooperative and helpful spirit. Team Player.
5. Maintains standards of excellence.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest & ongoing communication as needed to support success throughout PPAI
2. Meet established deadlines for all projects, reports & communications for all audiences both internally & externally.
3. Provide quality products, reports, communications & projects for all audiences internally & externally.
4. Be fair, consistent, responsive & supportive of leaders, staff, board members, members & vendors.
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI & the industry.
6. Be empowered, accountable & responsible for your career success, actions, influence & impact upon the organization.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements for Accounting Coordinator

School/Certification Authority	Degree/Certification	Major/ Minor
College or University	AS or higher	Accounting (or equivalent experience)

Experience Requirements

Type of Work	Years of experience	Depth of Experience	Other Details
Accounting	1 to 3	Coordinator	
Dynamics Great Plains Accounts Payable	1 to 3	Coordinator	Full Cycle Process
QuickBooks Online	1 to 3	Coordinator	Full Cycle Process
NetSuite	A plus	Coordinator	Full Cycle Process

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's	Other Details
Dynamics GP Accounts Payable	2 years	Coordinator	Complete Process
NetSuite	2 years	Coordinator	Complete Process
General Ledger Systems	2 years	Coordinator	(or equivalent education)
QuickBooks Online Accounting	2 years	Coordinator	(or equivalent education)
Double Entry Accounting	2 years	Coordinator	(or equivalent education)
Analysis and Reconciliation	2 years	Coordinator	(or equivalent education)
Microcomputer Skills	2 years	Coordinator	(or equivalent education)

Physical Requirements:

- *Sitting: 75%
- *Standing: 10%
- *Lifting: 5%
- *Pushing/Pulling: 5%
- *Bending/Stooping: 5%
- *Extended work hours, extended weeks (endurance requirement): rarely

Work Environment:

- *Office environment: 100%
- *Trade show floor or event venues: rarely
- *Temperature controlled: 100%

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Send resumes to: Apply@ppai.org**