

ACCOUNTING COORDINATOR

SUMMARY: Assists with the processing of all transactions in the A/P and A/R cycle, including vendor payables and event related receivables. Actively participates in month-end and year-end closing reconciliation activities. Provides a high level of customer service to internal and external MCCA constituents. Ensures adherence to MCCA accounting and internal control policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES: The Director of Financial Operations may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

Accounts Payable, Receivable Transactional Processing

- Assists with the processing of various types of transactions in the A/P and A/R cycle, including vendor payables and event related receivables.
- Maintains necessary filing and related records in manner consistent with Accounting department guidelines and generally accepted accounting principles.
- Works closely with department managers, event managers, and customer service to ensure efficient process/document flow, accurate accounting of expenditures and/or revenues, and quick resolution of issues.
- Processes necessary steps to prepare 1099 filings, abandoned property procedures, and other similar tax or regulatory requirements.

Month-end & Year-end Closing & Reporting

- Works under the Director of Financial Operations and with other Accounting team members to ensure proper month-end cut-off of revenues and expenditures and with year-end audit and financials.
- Supports the processing and reconciliation of fixed assets monthly and annually.
- Completes procedural steps to support the oversight and review of monthly accrual and transaction journals, including reconciling A/P and A/R accounts to the General Ledger.

SUPERVISION RECEIVED: Expected to work independently, with moderate day-to-day supervision. Goal setting, management oversight and performance evaluation will be provided by the Director of Financial Operations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: 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/EXPERIENCE: B/S in Accounting with 5 years' experience in an accounting department is preferred.

- Strong working knowledge of A/P, A/R and general ledger processing required.
- Strong work ethic and a great team player.
- Demonstrates proven ability to multi-task, prioritize and meet deadlines.
- Possesses strong attention to detail and can handle extremely confidential information.
- Possesses excellent verbal and written communication skills.
- Possesses excellent computer skills; most notably is proficient with MS Excel and Word and has experience with using financial and accounting applications.
- Demonstrates comfort in operating in strong control environment.
- Acts with diligence in responsive and transparent adherence to Finance Department policies and accounting standards.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE: The work schedule for this position typically involves whatever hours are necessary to complete the job. Typically Monday through Friday, however; the hours and days may fluctuate based upon the needs of a particular event or project.

DRESS CODE In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

To apply online please visit:

https://workforcenow.adp.com/jobs/apply/posting.html?client=massconven&jobId=141187&lang=en_US&source=CC3