

ACCOUNTING COORDINATOR

Posting Date:	2/15/2023
Department:	Accounting
Posting Number:	HR 23-2-02

Position Summary

The employee selects and decides appropriate accounting principles and procedures for accounting matters, in accordance with generally accepted accounting principles and procedures. As such, this position requires independent thinking and judgment.

This position calls for a basic commitment to the mission and governance of the Presbyterian Church, U.S.A. and to the policies and mission of the Presbyterian Church (U.S.A.) Foundation.

Scope and Breadth of Position

To provide a high level of accounting services to direct, monitor, report, calculate and expedite significant accounting operations associated with the Foundation and its subsidiaries.

Essential Job Accountabilities

- Responsible for the maintenance of annual revenue and expense budget for all departments and companies. This includes designing reports and providing budget summaries to help in management of individual department budgets and for budget projections.
- Responsible for the preparation of the monthly revenue and expense reports including review for reasonableness and classification errors. Research any line items that require an explanation of variance to budget or correction if necessary. Responsible for compilation and distribution of the monthly report electronically to all senior management.
- Responsible for administration and maintenance of accounts payable system. This includes scanning of all invoices to be routed and approved by department heads using the Web Invoicing workflow system. Responsible for determining company, department and account classification of all invoices, and securing proper approvals, and accumulation of data necessary for preparation of Form 1099's at year end.
- Responsible for reconciliation of accounts payable system to the general ledger system monthly and independently resolving all outstanding items.
- Process owner of accounts payable system which includes measuring and reviewing current process to ensure operational efficiency and adequate internal controls exist and functioning as designed. Identify and initiates enhancements to the current process.
- Responsible for the administration of the expense reporting system including system selection and design, working with end users to resolve issues, maintaining the expense reporting system, downloading files daily for analysis and import into the general ledger, and preparing month end entries for payments.
- Reconcile the general ledger activity to monthly reports produced from Expense Reporting System.
- Consults with and gathers information from department heads to prepare the monthly accrual journal entries for expenses incurred to date but not yet invoiced. Prepares account analysis for

internal use and for the external auditors.

- Responsible for processing incoming checks through the remote deposit systems for J.P. Morgan and Central Bank. Provide general ledger account information for all operating account checks, Jarvie and the Institute of Church Renewal checks.
- Maintain spreadsheet for all checks received for the Planned Giving Navigator and provide information to the VP of Planned Giving Resources. Provide reports to Operation Reconciliation Specialist for balancing.
- Responsible for the administration of corporate credit cards including distribution of credit cards, reconciliation of credit card transactions, and resolution of any issues individual card holders encounter with the use of their individual cards. Resolution could include negotiation with card company.
- Responsible for processing of bi-weekly payroll which includes working with Human Resources to ensure payroll and taxes are deposited timely and accurately in compliance with the required regulations. Responsible for accumulation of data necessary for production and reconciliation of W-2's at year end. Monitor timesheets for accurate reporting and other issues. Makes sure that all time off balances are correct.
- Responsible for providing collecting, analyzing and providing information for insurance and workers compensation reports.
- Responsible for handling all insurance claims for automobile accidents incurred while conducting company business. This includes required filings and working with insurance companies.
- Responsible for taking and processing orders for the Institute of Church Renewal. Monitor and purchase inventory to meet order requests. Responsible for collecting the money for all orders and reconciling sales and inventory.
- Responsible for processing invoices for payment for the Institute of Church Renewal, Jarvie and Lilly. Responsible for maintaining appropriate records substantiating all payments and reconciling payments to the accounts payable system and general ledger.
- Responsible for ordering all office supplies and ensuring that the organization receives best pricing. Negotiate with vendors to keep prices down.
- Provide back-up for others within the department during vacation and other time off.
- Perform other related duties and special projects as assigned.

Relationships

Reports to the Treasury Director, works closely with the staff of the Controller, Investment, Operations, Information Systems Departments and external auditors.

Experience and Job-Related Requirements

- Five years experience in a business environment, with emphasis in accounts payable, general ledger and payroll areas.
- Minimum of three years experience and knowledge of computerized general ledger systems, accounts payable systems and payroll processing systems.
- Minimum of an Associates Degree in Accounting preferred.
- Proficiency in Microsoft applications (Excel, Word, etc.)
- Accountable, dependable and self-motivated.
- Discipline to pay strict attention to detail and accuracy.
- Good oral and written communication skills.
- Must have excellent interaction skills, with the ability to work with employees at all levels as well

as donors and beneficiaries; must be tactful and diplomatic and able to maintain a high degree of confidentiality.

Physical Requirements

- Ability to communicate orally with management and co-workers, both individually and in a group/team. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required. Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, copiers, and FAX machines.
- Good reasoning ability is required to solve a wide range of business problems. Able to apply statistical and mathematical calculations required. Able to understand and utilize financial reports and legal documents to conduct business.

Work Environment

- The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.

Forward resume to Yveshia Klingman

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Attn: HR Posting #23-2-02

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