

Industry leading, woman-owned diploma frame manufacturing company is looking for an Accounts Coordinator (floater) to join our team as we grow. This position requires a person who likes to work independently and as part of a small team in a detail-oriented environment. If you are process-oriented, analytical, and able to problem solve to drive items to closure, then we need to talk.

We are looking for a quality team player who can follow systems, execute checklists, and get to work quickly. They may handle bookkeeping, assist in preparing financial reports, taxes, and audits, and resolving discrepancies. You should be analytical, collaborative, and trustworthy. If you have a desire for producing work that is precise, on time, and done right the first time, you may be a good fit.

Responsibilities:

- Accurately verify, enter, post and file vendor vouchers in preparation for timely check runs
- Verify credit card charges with receipts provided by cardholders and verify accuracy of GL accounts provided
- Request W-9 for all new vendors or update W-9's as required by federal guidelines. Process 1099's on a yearly basis
- Maintenance of Vendor Voucher Files - keeping appropriate backup to comply with records retention schedule; dispose of files based off of retention schedule
- Process retail & wholesale invoices for accuracy, resolve issues as they come up with other departments and post daily to ensure timely revenue reporting
- Process refunds, credits and adjustments for customers (boomerang)
- Assist with wholesale collections efforts as needed and run monthly statements
- Assist accounting roles with mailing check runs, invoices & statements
- Maintain aged retail receivables report and resolve outstanding issues
- Track and process manual wholesale invoices including partner rebate dollars and lit billing
- Provide backup for accounting roles during peak times and staff outages

Qualifications/Skills:

- Experience in bookkeeping with an understanding of general ledger accounts
- Strong attention to detail, organizational and time management skills
- Ability to work accurately under tight deadlines
- Ability to learn and use various computer programs and systems. Should have working knowledge of Excel
- Good communication skills including verbal and written
- Flexibility and ability to move between positions on the accounting team to fill in as needed

How to apply: Submit resume & cover letter to humanresources@diplomaframe.com

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