



Job Title	<i>Coordinator, Accounting</i>
Reports To	<i>Sr. Manager, Accounting &amp; Finance</i>

#### Job Purpose

The Accounting Coordinator assists and works closely with the Sr. Manager, Accounting & Finance, to manage all the financial aspects for the Company in a staff accounting role . This position supports various aspects of finance and accounting for the company by performing intricate accounting services related to preparing, analyzing, maintaining and reviewing various financial statements, records and reports. This is part-time position with an opportunity to extend to a full-time position in the future. The Accounting Coordinator assists the Sr. Manager, Accounting & Finance with administrative duties as assigned.

Part-time ☒

Exempt ☐

#### Duties and Responsibilities

- Manage the day to day activity for accounts payable and accounts receivable function- follow up on any outstanding invoices, ensure all invoices are paid for the company
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with finance policies and procedures
- Review and process expense reports and receipts submitted by cardholders on monthly basis
- Approve all credit card expenses and pay monthly bills
- Maintain accounts payable, accounts receivable and vendor, customer and sponsor files
- Assist with maintaining vendors, products, business units, and general ledger accounts within expense management system and accounting system
- Process all checks and credit cards for each event
- Assist with the processing of internal financial records for the organization and events, including performing general ledger account reconciliations
- Prepare invoices for revenue streams for company and on behalf of the events managed by company including equipment rental, mileage tracking, forklift rental, etc.
- Process all payments received and follow up on outstanding receivables for each event
- Assist with managing event revenue streams within service order system and answer any client related questions with service orders and outstanding balances
- Prepare sales and use and equipment rental tax returns in accordance with state and city standards and company policies
- Review and manage purchase orders

#### Qualifications/ Requirements

- Passion for event production or endurance sports/industry
- Strong work ethic: standards of integrity and credibility, demonstrates accountability in work product
- Ability to work within a deadline-driven environment and manage multiple complex tasks
- Proven ability to build consensus and work effectively within a cross-departmental team, eagerness, and willingness to work united as a team

- Strong interpersonal, oral and written communication skills
- Excellent mathematical and computational skills
- Demonstrates a proficient level of professional skill and/or knowledge in accounting
- Ability to apply problem solving techniques
- Demonstrates initiative
- Demonstrates a strong sense of judgment
- Excellent mathematical and computational skills
- Demonstrates a proficient level of professional skill and/or knowledge in account
- Ability to apply problem-solving skills
- Ability to demonstrate attention to details and good-record-keeping
- Team player and can collaborate with other teams in the organization
- Ability to respond to demands and expectations of department and clients
- Strong computer skills, with proficiency in Microsoft Office Suite; Microsoft Excel skills required - ability to create formulas
- Knowledge of QuickBooks preferred

#### **Hours of Work**

- 24 hours/week distributed Monday – Friday, with periodic weekend events
- Staff work in-person at the Chicago Event Management office in Chicago, IL, with the opportunity to work remotely up to 2 days a week as discussed and agreed upon with the Manager. Company policies are subject to change as set forth in the Company handbook
- During the weeks preceding an event, anticipated hours will increase and will be established in advance based upon event need

#### **Education/Experience**

- Some education in Finance, Business or Accounting

#### **Working Conditions/Physical Requirements**

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching
- Work is performed primarily in an office setting; event work is performed outside and offsite
- The employee must occasionally lift and/or move up to 25 pounds

<b>Approved by:</b> <i>Signature &amp; Title</i>	
<b>Date approved:</b>	
<b>Employee Acknowledgement:</b>	

Updated April 20, 2022