

Job Description

Title: Accounting Coordinator
Reports to: Senior Accountant
Status: Full-time, Non-exempt

Summary

The Accounting Coordinator is responsible for activities in the areas of accounts receivable, accounts payable, and monthly accounting for SVS and its Affiliates. The Coordinator works closely with the Senior Accountant to assure all department goals are met.

What you'll bring to the job:

- Bachelor's Degree, Accounting or Finance preferred
- 1-2 Years of experience in accounting or administrative function
- Strong analytical, organizational, and problem-solving skills
- Detail-oriented, focused, and professional
- Ability to learn new technology with ease and work in multiple systems simultaneously
- Highly motivated, results-oriented, and able to prioritize efforts to use limited resources efficiently
- Demonstrated skills to apply effective oral, electronic, and written communication methods with colleagues and volunteers
- Ability to work effectively with all multi-disciplinary team members, both internal and external
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint and Excel required; ability to learn new technology as required

What you'll own:

- Record check deposits, following established batch management procedures
- Resolve any batch reconciliation discrepancies in a timely manner
- Collaborate with SVS staff as needed to resolve missing invoices for unrecorded checks, create invoices as needed
- Collaborate with SVS staff to ensure all revenue is recorded each period, create miscellaneous invoices as needed on a monthly and quarterly basis
- Coordinate mailing of checks received at the office to the lockbox and assure all are cleared
- Process refunds for duplicate payments received, recording in both payables system and AMS
- Record individual donations in AMS based on check deposits received; collaborate with fundraising staff related to donor inquiries, fund or restriction questions, or other donation issues
- Support fundraising staff with donation information as needed, especially as it relates to payment plan issues or reconciling rosters for donor recognition
- Support membership and education staff with payment or invoice inquiries
- Process monthly credit card payments for recurring plans, and report any issues to appropriate fundraising or membership staff
- Collaborate with Accounting Specialist or IT Director on any AMS issues and participate in trouble-shooting
- Perform daily cash batch reconciliations, and execute month-end processes in AMS in preparation for journal entry export files
- Generate month-end AMS accounting reports and facilitate process with SVS staff to resolve various receivable balances
- Support reconciliation process between AMS and Accounting systems

Job Description

- Record vendor invoices, check requests, travel reimbursements, etc., and provide support for SVS staff with coding or process questions, assure proper sign-offs and documentation and support is obtained for all payables, maintain vendor records, coordinate mailing of checks, filing, and all other related accounts payable tasks
- Create monthly credit card activity template and circulate to all cardholders, perform all necessary follow-up to ensure timely recording of activity, collect and compile submissions and prepare import file
- Maintain honoraria schedule, circulate for review and approval quarterly and process payments accordingly
- Manage the month end activities and reporting for the PAC, including multiple reconciliation processes and FEC report creation and delivery
- Assist with account reconciliations and special projects
- Assist with preparation for annual independent financial audit
- Other duties as assigned or required

Physical Requirements & Environment:

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional telecommuting is allowed.

Our commitment:

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

To apply, please submit your resume to HRResumes@vascularsociety.org.

About the Society for Vascular Surgery:

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.