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# Example of Accounting Coordinator Job Description

Our company is looking for an accounting coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting coordinator

* Support Creative and Production Management in vendor set up, time entry and invoice cross-checking
* Handle all front office duties as directed by the East Coast Managing Director
* Serve the needs of clients, vendors and other company contacts and all employees via telephone, email, fax and face-to-face communications
* Distribute faxes and mail, receive shipments and signs for and distribute all packages throughout the day
* Prepare and process a high volume of client invoices
* Match and process a high volume of vendor invoices against media insertion orders
* Coordinate with Media Planning teams to track client invoices against budgets
* Prepare, analyze, and provide commentary on weekly Job Actuals reports
* Meet monthly with Media Planning teams
* Resolve budget and/or actual variances

## Qualifications for accounting coordinator

* Previous experience in the Advertising, Entertainment, and/or Media industry
* Experience with purchase orders / invoicing
* Provide excellent service by accurately completing assigned responsibilities in a timely, consistent manner with reliable follow-up
* Handle unique situations using judgment and discretion while leveraging management as necessary
* Utilize spreadsheets regularly for reporting to management
* Discretion in dealing with confidential and delicate materials and information required