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# Example of Accounting Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounting coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting coordinator

* Processes receipts, invoices, journal entry and lease administration, by verifying accuracy of documentation and balances, compiling data and preparing appropriate forms and reports
* Communication of sales data to Local and Regional teams plus external stakeholders
* Ensure that all bank statements are reconciled on a timely basis and follow-up on old outstanding checks and reconciling items monthly
* Coding invoices and coordinating approvals per the schedule of authority
* Data entry, including invoices, expense reports, purchase cards and purchase orders
* Maintaining vendor files, including requesting for vendor W9s
* Update production job status reports (cost control reports) with actual charges, open purchase orders, estimates and billing
* Daily account reconciliation and time-sensitive same day processing of cash wires
* Fast-paced month-end close activities, intercompany settlements, and monthly reporting
* Requires an ability to perform critical activities (including reconciliation, variance analysis, journal entries, ) at a high level and within time constraints

## Qualifications for accounting coordinator

* High standard of integrity and commitment to quality of work is a must
* Work schedule will include normal business hours with regular 1-2 nights/weekend days per month
* Experience reviewing and interpreting AIA contracts, General Contractors Pay Applications and other construction documents, management agreements, leases, work lease letters and the ability to create abstracts
* Must have the ability to work independently, exercise judgment and discretion
* Must be able to effectively present information and analysis and respond to questions from managers and clients
* 2 years of directly related experience in addition to college degree