

## JOB DESCRIPTION

Position Title	Department	Reports to
Accounting Coordinator and Office Manager	N/A	President & CEO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	May 15, 2021

### POSITION SUMMARY

The Accounting Coordinator / Office Manager serves as the manager of financial records, office manager, human resources coordinator and assistant to the President & CEO. The primary responsibility of this position is to oversee, implement and maintain accounting systems, procedures and policies; and ensure that the organization's workplace tools and processes are conducive to the organization, staff, event, and client success. Must be resourceful, numbers oriented, an independent thinker and self-sufficient as well as self-motivated.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

#### ACCOUNTING

- Oversee all accounting procedures (A/R, A/P, P/R, G/L, tax payments)
- Manage financial statement preparation and month-end and quarterly closing
- Serve as company liaison with auditors (annual financial and 401K audits; 990 coordination)
- Perform all basic accounting procedures, monthly income statements, balance sheets, general ledger, chart of accounts, budgets, forecasts, financial statement preparation, month-end closing, journal entries and general ledger maintenance
- Review, analyze and reconcile general ledger accounts in conjunction with preparing quarterly reports for management
- Maintain good standing with Kentucky Department of Charitable Gaming; prepare annual financial report and ensure proper execution of charitable gaming activities

#### ADMINISTRATIVE

- Manage overall administrative activities for the office
- Maintain confidentiality of sensitive information
- Coordinate Board of Directors, Executive Committee and Finance Committee meetings including scheduling, preparing and distributing information
- Oversee creation and timely completion of staff expense reports
- Arrange travel arrangements and reservations as needed
- Assist with LSC owned and operated events and special events planning
- Provide support for CRM systems
- Provide back office support for revenue development initiatives

#### HUMAN RESOURCES

- Oversee bi-monthly payroll processing and year-end reporting
- Responsible for onboarding newly hired employees to include: employee handbook overview, employment documents and benefit enrollment.

- Create and maintain complete and confidential files on each employee. Record and maintain employee data including weekly earnings, absences, supervisory reports on performance, change of statuses and dates of and reasons for terminations.
- Assist with company benefit administration to include enrollment forms, plan questions, claims resolution and open enrollment.
- Respond to various information requests from governmental agencies, such as Unemployment, in a timely manner.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Associates degree; Bachelors preferred
- Ability to work independently with little supervision
- Ability to work within timeframe of standard policies and procedures
- Ability to maintain confidentiality related to sensitive company and employee information
- Knowledge of general accounting practices
- Knowledge of HR principles and federal/local regulations
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment
- Must have strong attention to detail
- Excellent communication, interpersonal and presentation skills
- Proficiency in Microsoft Word and Excel
- Able to enter accurate financial /numerical data
- Experience with SAGE Mas-90 accounting software and Blackbaud e-Tapestry donor management software a plus

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to proficiently perform each duty. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.