



Accounting Services Coordinator

Position Code: A_F17
Pay Grade A_H-5

SUMMARY

Creates financial transactions and reports. Posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. Reconciles accounts to ensure their accuracy. Processes Account Receivable and Payable functions. Provide customer service assistance to clients, vendors and customers.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

- Updates and maintains financial records in computerized accounting system (QuickBooks)
- Responsible for maintenance of ATN’s record-keeping systems, including electronic and paper files
- Issues invoices for services and collects payments
- Verify purchase requisitions and compare to master list; time phased material planning
- Review purchase order activity and coordinate with local vendors and PDCs to receive orders and process invoices within established timeframes.
- Verify invoices and issue vendor payments following ATN Account Payable procedures
- Issue invoices to customers and assist ATN Accountant and Finance Manager with data gathering, files maintenance, and other responsibilities
- Conducts banking reconciliations and assist with preparation on monthly statements
- Performs financial functions as directed and required by financial segregation of duties parameters
- Coordinate with Finance Manager to required finance and accounting related functions and responsibilities
- Work with vendors to maintain positive relationships and ensure on time deliveries and replenishments of needed supplies
- Manages all vendor files to verify, negotiate, and validate pricing, deliveries, insurance and other related matters
- Work closely with Finance Manager to validate inventory levels, receiving practices, vendor performance, and new vendor qualifications processes assistance to facilitate operations.
- Planning, procurement, and replenishment of materials and products to meet ATN’s operations and administrative needs
- Other duties as assigned

Knowledge of:

- Principles, practices, and techniques of accounting techniques.
- Principles, practices, and techniques of procurement and vendor management
- Principles, practices, and techniques of contract administration.
- Technology applications for accounting and finance management.
- Transportation and transit knowledge, finance, operations, and human resources, in general terms, is preferred.

Ability to:

- Support transformational change within an organization and to improve accounting practices internally and externally.
- Communicate effectively at all levels and work collaboratively across lines of business and multi-functional team.
- Act as a self-starter with a results-oriented approach; take ownership and initiative; have the persistence and resourcefulness to work through obstacles; energetic and enthusiastic; strong bias to action.

- Maintain high level of customer service and communications skills, in line with the vision of the organization.
- Understand importance of prioritization to determine unmet needs and to engage the organization around those opportunities accordingly.
- Understand changing market dynamics, translating them into actionable strategies to achieve company objectives.
- Communicate importance of ART's value and use best industry and accounting strategies and practices.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent of a high school diploma.
College degree preferred or relative work experience. Advance knowledge of QuickBooks and Excel

WORKING CONDITIONS/PHYSICAL ACTIVITIES

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. ATN provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: Reaching, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, and Repetitive Motions in computer use.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Valid California Driver License. Pre-employment drug screening and background check is required. ATN is an equal opportunity & affirmative action employer.