DEPARTMENT
Finance

SUPERVISOR
Accounting Manager

SUMMARY OF POSITION
Reporting to the Accounting Manager the Finance Coordinator will work closely with teammates to provide support to major financial accounting areas such as invoicing, payment, deposit, chargeback, credit, write off and commission processing and the reconciliation of daily deposits to their source.

DUTIES/RESPONSIBILITIES
● Pull daily reports for EFT/ACH, chargebacks, and returned payments
● Identify any invoicing errors for all new, current, and reinstated members
● Manage an internal email account for organization requests and inquiries
● Issue refunds and write-offs
● Identify and track bounced payments
● Manage paid commission reversals
● Reconciliation of cash sheets
● Organize commissions for sponsorship and business relations representatives
● Evaluate paid bonuses
● Managers overrides report
● Accrued commissions
● Reinstatement report
● Oversee write off/cancellation reports
● Prepare preliminary invoicing reports for renewal adjustments and distribution
● Conduct regular audits for missing invoices

QUALIFICATIONS
Minimum Job Requirements: Associates Degree in Accounting/Finance preferred; 2-3 years experience in Accounting; Strong account reconciliation experience; Master of Excel; Familiarity with MS Access preferred; Excellent oral and written communication skills; Time management; Self-motivation; Attention to detail; Team player; Problem solving skills; Sound judgement; Organizational skills; Professionalism; Ethics