



Position Title: Accounting Coordinator

Department: Seminole Boosters, Inc.

Reports to: Controller

Position Brief:

The Accounting Coordinator is responsible for helping support the daily operations of the Accounting Department. The ideal candidate is a well-organized self-starter with exceptional accounting skills and a meticulous attention for details. Given the dynamic nature of collegiate athletics, we will rely on the Accounting Coordinator to be flexible and consistent while maintaining the confidentiality of information.

Duties & Responsibilities:

- Prepare accounts payable invoices to be paid for review by the Controller;
- Process employee reimbursement reports and internal credit cards into the accounting system;
- Complete monthly bank and investment account reconciliations in a timely manner for review by the Controller;
- Close out the monthly financial statements timely to include any necessary journal entries for review by the Controller;
- Prepare monthly Athletic restricted account reporting and Varsity Club statements in a timely manner;
- Complete scanning of weekly accounts payable documentation after the check signing process;
- Complete other projects and duties assigned by the CFO or Controller.

Skills & Abilities

- Ability to adhere to ethical business practices and promote ethical behavior;
- Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives;
- Ability to work under tight deadlines and ability to maintain a high quality of work with limited supervision;
- Ability to communicate effectively both written and verbally;
- Knowledge of Microsoft products including Excel, Word, and Outlook;
- Knowledge of accounting systems, preference to Blackbaud Financial Edge;
- Knowledge of fundraising software, preference to Blackbaud CRM;
- Accuracy, attention to detail, and well organized.

Education and Experience

- Bachelor's degree in accounting and/or finance, or 3 or more years of experience working in accounting and finance related roles;
- Experience work in Governmental and/or Not-for-Profit Accounting;
- Successful completion of an employment and/or criminal history background check required.