

ACCOUNTING

Job Title: Accounting Coordinator

Reports to: Director of Finance



JOB SUMMARY:

The Accounting Coordinator is a vital part of Neighborhood Legal Services fiscal team. The Accounting Coordinator supports the day-to-day finance activities. The position demands confidentiality, adherence to deadlines, strong communication skills, and accuracy in numerical entries. The Accounting Coordinator will demonstrate initiative, strong organization, manage multi-tasking, demonstrate strong time management skills in a busy office environment; possess exceptional attention to detail, exercise sound professional judgement and discretion. This incumbent will work individually and collaboratively on multiple tasks.

This position is on-site in the Pittsburgh office a minimum of 3 days a week.

DUTIES/RESPONSIBILITIES:

- Support payroll processing, accounts payable and accounts receivable processing
- Responsible to prepare, coordinate, review, and process cash receipts and cash disbursements.
- Responsible to accurately code invoices & check requests for payment, print checks, prepare for mailing; void checks when needed.
- Review and confirm compliance of submitted documentation for check/expense statements.
- Process payment for medical records via credit card for CIOX, VERISMA & MRO and other vendors as required
- Prepare bank deposits and may be required to deposit at the respective bank
- Post bank deposits into SAGE via appropriate General Ledger accounts
- Responsible for maintenance and production of union reports to National ICLAW
- Responsible for maintenance and production of ALERUS 403B reports, including uploading of employee 403b contributions on ALERUS website.
- Prepare quarterly Multiple Worksite Report (all offices) for Department of Labor - April 15th/July 15th/Oct. 15th/Jan. 15th
- Prepare year end 1099-Misc./1099-NEC tax forms utilizing the SAGE accounting system
- Reconcile FSA-HRA bank account; maintain payout data in collaboration with medical provider
- Maintain and file all accounting related supporting documentation
- Responsible to maintain and order all office supplies
- Resolve disputes with vendors
- Input monthly utility usage and financial data (Duquesne Light, Peoples Gas & PWSA) into Energy Star (cost saving initiative)
- Certify intern hours are confirmed and accurate in Legal Server prior to payroll processing.
- Reconcile all AMEX receipts to monthly AMEX statements; scan to AMEX file
- Collect monthly language line usage forms from employees to support the language line invoice
- Provide all supporting resources and documentation for annual audit.
- Contribute to accounting department initiatives and strive for ways to improve and/or expedite processes

- Perform all other tasks as required by the Accounting Department

EDUCATION & EXPERIENCE:

- Associates Degree, comparable certificate, or 3-5 years accounting or bookkeeping experience
- Proficiency in Microsoft Office products
- Knowledge of MIP, Sage, Paycor, Legal Server, and/or SharePoint a plus
- Payroll & Purchasing experience a plus
- Legal Aid non-profit background preferred

REQUIRED SKILLS/ABILITIES:

- Computer/keyboarding skills, including proficiency in Microsoft Office, Outlook, SharePoint,
- Ability to learn and effectively navigate Paycor and Legal Services Systems
- Excellent telephone and customer service skills
- Proficient in basic accounting skills;
- Strong organizational and time management skills
- Must present COVID Vaccination documentation upon hire

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.