Job Title: **Accounting Coordinator**

Supervision: n/a

Reports to: Controller

Classification: Exempt, Full Time, Mon. thru Fri.,

Environment: Hybrid In Office/Remote

Physical: Office work, prolonged periods sitting or standing at a desk and working on a computer.

Competencies: Analyzes Issues & Solves Problems, Attention to Detail, Works Independently, Acts with Integrity, Follows Directions, Process Orientation

The **Accounting Coordinator** will support the operations of the Saint Paul Commodities Accounting Department by assisting with a range of accounting functions. This will include posting vendor invoices, tracking vendor statements after they are reviewed by trade operations as well as managing and executing customer billings.

Essential Responsibilities:

* Manages final account setups approval for vendors and updates paperwork as needed.
* Reviews all weekly / monthly / quarterly exception reports, open purchase order, open sales orders, unbilled AP, active past delivery reports, billing to process and workflow views.
* Validates invoices for payables daily.
* Vendor Accounts Payable management.
* Validates customer billing and sends out customer billing daily.
* Customer Accounts Receivable management and collections.
* New customer adds and maintenance.
* Customer credit checks and credit management.
* Daily & monthly bank reconciliation for all bank accounts.
* Daily payment application for customers & vendors & remittances.
* Manages accounting emails.
* Manages month-end and year-end preparation and completion as assigned.
* Records journal entries, GL account reconciliations, credit card reconciliation, etc.
* Other, as assigned.

Knowledge, Skills, and Abilities to perform duties effectively:

* Thorough understanding of the company’s policies, procedures, systems, and objectives.
* Thorough understanding of trade flow through our industry standard operating system.
* Ability to develop process policies and practices that are effective and clear.
* Excellent verbal communication skills with the ability to influence activities in Trading, Logistics, and Accounting.
* Excellent organizational skills and attention to accuracy and timeliness.
* Practical familiarity and experience with accounting principles and methods, financial statement preparation.
* Strong analytical and problem-solving skills with a proven ability to exercise initiative, judgment, and discretion and an ability to function well in a high-paced and at times stressful environment.
* Practical experience with Microsoft Excel and QuickBooks.
* Practical experience in Accounts Receivable Collections.
* Adaptable and aptitude for learning new software systems.

Required Education & Experience

* Degree in Business Administration, Accounting, or Finance preferred.
* Two to four years of full-time work experience preferred.