



Los Angeles Area
Chamber of Commerce

Job Description **Accounting Coordinator**

Founded in 1888, the Los Angeles Area Chamber of Commerce represents the interests of business in L.A. County. As the region's largest business organization with more than 1,650 member companies, the Chamber's mission is to champion economic prosperity and quality of life in the L.A. region by being the voice of business, promoting collaboration and helping members grow. Our work revolves around policy advocacy, leadership development, technology, international trade, education and workforce development and business development programs. For more information, visit www.lachamber.com.

Position

The Accounting Coordinator is a support staff position in the Finance Department and reports to both the Director of Finance and the Accounting Manager. It is a full-time (40 hours per week), non-exempt hourly position. Benefits include: Vacation Time; Sick Time; Medical/Dental/Vision Insurance (fully paid for employee only); Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance (AD&D), 401(k) and commuter/transportation benefits (Metro TAP and Metro-Link Corporate Program or free parking).

Job Description

- Must be comfortable with dual-entry ledger posting in QuickBooks.
- Reconcile AR open balances against the sales database.
- Prepare monthly bank reconciliations for all entities in QuickBooks, including credit cards processed with Merchant Services.
- Manage accrual for Accounts Receivable related to government income contracts, including understanding program budgets and how government contracts are managed.
- Enter Accounts Payable with high attention to detail.

General

- Demonstrate a commitment to the Chamber mission in all work produced.
- Performs other duties as assigned.

Requirements

- Minimum Associates degree in accounting.
- Minimum two (2) years experience in accounting – preferably with AR, bank deposits, reconciliations, contract billing/invoicing.
- Experience and confidence in QuickBooks: general ledger entries, posting AR, posting payments, making deposits, and reconciliation modules.
- High degree of organizational skills and attention to detail.
- Ability to produce a large quantity of work at high quality.
- Proficiency with Microsoft Office Suite Excel.
- Ability to provide excellent customer service and be a team player.
- Willingness and eagerness to learn and grow – an ambition in the field of accounting and finance.

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions. This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
 - Requires reliable transportation to attend off-site meetings and events.
 - Requires ability to understand verbal communication and to respond effectively.
 - Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time and repetitive motions in computer use.
 - Requires learning and adapting new software.
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The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested in applying, please email your resume and cover letter to resume@lachamber.com. Please include in the subject line of the email: "Accounting Coordinator."