

Job Description

Position Title: Accounting Coordinator – Entry .5 FTE	FLSA Status: Hourly, Non-Exempt
Department: Administration	Pay Grade: 2
Supervisor: Accounting Manager	Location: Marquette, Grand Rapids or Muskegon, MI

Northern Initiatives' Mission

What We Do

Come help us build communities, create jobs and support families! Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides loans and business services to small business owners and entrepreneurs, with a renewed focus on people of color and underserved areas of Michigan. We are one of the nation's more respected lenders – and we're growing! You will make an immediate impact on the team.

Position Summary

The Accounting Coordinator will provide accounting support to the Accounting Manager and Northern Initiatives' Lending Department. This includes the maintenance of all financial files and ledgers of the corporation, processing accounts payable, receivable, payroll, loan fund accounting, and other related duties. Responsibilities also include processing payroll and making the related tax and benefits payments. Confidentiality of financial matters is of utmost importance and a key ingredient for the successful employee in this position.

Essential Duties and Responsibilities

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

- Responsible for accurate and timely data entry associated with accounts payable, verifying that all documentation is complete and appropriate, and upon approval of accounts payables batches, ensure that payment to vendor is made.
- Manage the accounts receivable process by working with staff to gather information necessary for contract billing. Prepare and mail invoices to customers.
- Enter new employee information for payroll and coordinate benefits information and payroll deductions with Human Resources.

- Process payroll utilizing current time and billing system. File necessary paperwork and release payroll deposits and payments for all payroll deductions as necessary, keeping accurate and timely records. Prepare and submit quarterly payroll tax reports.
- Track employee leave balances deducting time used as recorded in payroll and periodically report balances to employees.
- Assist in compiling and issuing year-end reports for payroll, payables and lending functions. These reports consist of but are not limited to: W-2s, W-3, 1099 Misc, 1099 C's, 1098s.
- Understand Northern Initiatives' various grants and funding relationships, within the scope of Accounts payable, payroll, and lending. Assist in evaluating the reasonableness of charges made to various grants, working with staff to ensure that expenses are being charged to the appropriate grant-funding source.
- Assist and support auditors in annual audit. Comply with requests for information from auditors, staff, and others as they occur throughout the year.
- Maintain accounting filing system as it relates to vendors, payables, receivables, payroll, and all related reports and supporting information. Monitor files for completeness and accuracy.
- Responsible for loan accounting associated with loading loan data into loan accounting system, posting customer loan payments, disbursements, and customer invoicing.
- Other duties as assigned.

Education Requirements

Degree/Diploma Obtained	Program of Study
Associates Degree (in lieu of degree additional experience may be accepted)	Accounting and/or Administrative

Experience Requirements

Years of Experience	Type of Experience
6 months to 1 year	Clerical work in Accounting Bookkeeping

Our Goals

- Help small businesses bring growth, innovation, quality jobs, and resilience to communities
- Celebrate diversity, equity and inclusion



- Strengthen partnerships and build new alliances to increase our impact
- Be kind, helpful, and adaptable
- Make our communities great places to live, work, play, visit, and do business

About Us

Over the last 25+ years, NI has loaned \$80 million to more than 1,600 small businesses. Access to our Initiate technical assistance portal is included with each loan and features a suite of practical trainings, tools and resources that matter to every business owner. We provide money and know-how that develop business skills and strengthen the economy.

Please apply by emailing a letter of interest and current resume to Careers@northerninitiatives.org

Supervision

This position has no supervision responsibilities.