



## Accounting Operations Coordinator

---

### Statement of Duties

The Accounting Operations Coordinator will directly support the overall Accounting department on purchasing and accounts payable, grants management, cash management, audit coordination support and overall records retention and filing maintenance, among other job functions.

### Essential Functions

- Grants Management: Assist with the monthly billing and reconciliation of grants to the general ledger and related monthly, quarterly, and annual reporting as required.
- Accounts Payable: Perform vendor maintenance, coordinate the annual 1099 process, prepare vouchers and data enter payables for all entities, using Great Plains accounting software.
- Audit Coordination Support: Assist with the requesting, compiling and submission of audit related items.
- Cash Management: Maintain daily cash sheet, perform daily cash deposits, and process loan and other payments in a timely manner.
- Reporting: Prepare the quarterly consultant report, annual reconciliation and reporting of legal fees as required for audited financial statements, as well as other reporting as required.
- Department Administration: Coordinate paper and electronic department-wide archiving, filing and records retention.
- Special Projects: Update Standard Operating Procedures (SOP), including existing internal control procedures, as well as other projects as requested by the CFO.

### Qualifications:

- Bachelor's Degree or Associate's degree (with sufficient level of experience), in Accounting or related business field (required)
- Successful management of multiple projects simultaneously (preferred)
- Intermediate experience with Microsoft Office applications (Excel, Word and Outlook), Sage and Great Plains (preferred)
- Accounts Payable/Accounts Receivable experience (preferred)

---

To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

**Rhode Island Commerce Corporation**  
[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.