



executive search consultants

Storbeck/Pimentel & Associates

Storbeck/Pimentel & Associates (SPA) is a retained executive search firm that helps colleges, universities, independent schools, and nonprofit organizations identify their next great leaders. SPA's mission is to identify talented individuals who are uniquely suited to help advance the goals of educational organizations. [SPA clients](#) are a diverse mix of colleges, universities, independent schools, and nonprofit organizations across the country and around the world.

Accounting and Office Coordinator

Reporting dually to the Business Manager and Manager of Support Services and operating within a fast-paced and collaborative team environment, the Accounting and Office Coordinator will provide administrative assistance by fulfilling daily accounting, HR, and office-related requests. The ideal candidate will be able to multi-task with accuracy and efficiency and handle sensitive information with the utmost discretion.

Responsibilities of the Accounting and Office Coordinator include:

In support of the Business Manager:

- Support of Accounting duties:
 - Payables
 - Input vendor payables into Quickbooks;
 - Assist with weekly check runs;
 - Maintain an organization system for payables;
 - Receivables
 - Record customer receivables into Quickbooks;
 - Process reimbursable expense documentation for support of invoices;
 - Work with the Business Manager to reconcile any payment differences
 - Banking/other
 - Perform bank reconciliations in Quickbooks
 - Reconcile monthly credit card statements
 - Learn to perform certain tasks as a backup to the Business Manager as needed; tasks include processing employee payroll, processing employee expense reimbursements, analyzing financial statements and performing variance analysis
- Support of Human Resources duties:
 - Maintain HR forms in an organized manner in order to provide efficient responses to employee requests, answer questions from management and providers, and process updates;
 - Track employee Accrued Vacation balances; and,
- Support of special projects, as needed

In support of the Manager of Support Services:

- Support of Office Management:
 - Assist with all internal meeting/event scheduling, preparation, setup, and cleanup;
 - Tracking, ordering, and stocking office supplies
 - At Manager's direction, assist with vendor relations: troubleshoot, negotiate; test;
 - Sorting and mail distribution;
 - Answering and directing office phone calls;
- Support of special projects, as needed

Qualifications

Candidates must hold a bachelor's degree and have 3-5 years' relevant work experience in a professional office environment. Additionally, successful candidates will demonstrate the following:

- Previous experience working with accounting software; Quickbooks preferred;
- Experience in a client-driven environment, including the production of high-quality work with keen attention to detail;
- Impeccable written and verbal communication skills, including email and phone etiquette;
- Strong aptitude for technology and research tools;
- High proficiency in Microsoft Office, including Excel, Word, and Outlook;
- Passion and persistence in regard to accuracy, quality, and organization of information;
- Ability to multi-task and adjust priorities in a fast-paced environment;
- High degree of responsiveness;
- Initiative and the ability to work independently;
- Positive, "can-do" attitude;
- Sound judgment and professional maturity;
- Commitment to and identification with the core values of Storbeck/Pimentel and our client organizations.

Salary will be commensurate with experience and education. A flexible work schedule is available for this part-time position (20-24 hours per week).

Prospective candidates should send a résumé to:

spaoc@storbecksearch.com