



Professional sign language interpreting agency in the greater NYC metropolitan area seeks a reliable Accounts Payable and Accounts Receivable Coordinator. Daytime hours: 30-40 hours per week available to start. This is a remote job with fixed office hours. You will report directly to the owner of the agency.

Primary responsibilities include: AP and AR management, reconciliations, vendor reporting, processing payroll, and other duties as needed. In direct coordination with other departments, you will make sure that all agency Accounts Payable are approved and paid in a timely manner, and that all Accounts Receivable are collected in a timely manner. Attention to detail and organization are a must.

Role Responsibilities

- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Maintains financial security by following internal accounting controls.
- Sends, Receives, and Manages Timesheets associated with vendor invoices.
- Secures financial information by completing data base backups.
- Maintains financial historical records by filing accounting documents.
- Contributes to team effort by accomplishing related results as needed.

You will be working with a small team and there is room to develop your role over time. This is a great opportunity for the right person to grow with a rapidly growing company! <https://www.signnexus.com/jobs>

Qualifications:

- B.A. in accounting and/or two years of relevant work history with a strong recommendation
- Experience in accounting, AP, and procurement
- Highly experienced using Quickbooks
- Working knowledge of Google Drive software suite
- Familiarity with utilizing a CRM system
- Ability to understand and pick up new technology processes
- Strong analytical skills
- Ability to work independently, with minimal supervision
- Great time management and self-motivation
- Ability to develop consistent and reliable processes
- Can prioritize a variety of tasks
- Excellent interpersonal communication skills
- Appreciates a challenge

Please note: we are actively seeking candidates who are fluent in American Sign Language and familiar with Deaf Culture. Pay starting at \$20 per hour. This can be negotiable based on years of experience (in a same or similar role). If you are interested in applying to be an AP/AR Coordinator at our agency, please use the LINK BELOW to submit a resume along with a cover letter that explains your experience and what about this position most appeals to you.

[APPLY HERE](https://forms.monday.com/forms/0e13b5223ed2c71bb10f6b804c9fc346?r=use1)

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