

**Company**

SmithBucklin

**Position**

Accounting and Finance Coordinator

**Company Contact**   
[interviewscheduleing@Smithbucklin.com](mailto:interviewscheduleing@Smithbucklin.com)

**Job Type**

-

**Job Description**

The Accounting and Finance Coordinator is responsible for managing all client services for Inventures' clients to include both full-charge bookkeeping/finance and membership services. This position involves managing multiple priorities in a multi-task environment and requires strong organization skills, attention to detail, and accounting background.  
  
Primary Duties & Responsibilities:  
  
Produce and maintain bank accounts and manage daily and monthly banking activity  
Process AR: perform collections, deposit payments, track wires, handle member Finance inquiries  
Process AP: obtain necessary internal approval for expense payment, pay invoices by wire/check, handle vendor inquiries  
Perform Bookkeeping in accordance with GAAP  
Prepare and distribute monthly financial and cash flow accounts  
Administer annual operating budget, and offer monthly reporting of YTD actuals against budget  
Work with CPA\* to prepare/file annual tax return and audits  
Secure and maintain necessary insurance policies  
Research investments accounts and obtain them as needed  
Create financial and membership status presentations  
Monitor and react to customer queries and support requests   
Create and maintain internal/external databases/lists  
Create membership ad hoc reports  
Provide professional service to client requests  
Provide training for clients on using Inventures portal  
Manage and complete special projects as needed  
This Role Might Be for You If You…  
  
Excel in managing multiple priorities  
Possess well-developed critical thinking skills  
Love to delight customers and help them solve problems that arise  
Have well established rapport building skills  
Have a keen eye for detail and can spot any data inaccuracy  
Are able to thrive in an autonomous capacity  
Are proactive and regularly looking for improvement opportunities  
Education & Work Experience Required:

**Required Qualifications**  
Bachelor’s degree with a concentration in Accounting or Finance  
2-3 plus years of relevant professional experience  
Where Do You Fit?  
Whether you are just beginning your career or are a mid- or senior-level professional, working at SmithBucklin will offer you countless opportunities to develop transferrable skills, acquire meaningful knowledge and gain rich experiences at an accelerated pace. By working collaboratively with smart, ambitious, multi-talented, genuine and hardworking colleagues, you will build meaningful, deep and enduring relationships that will serve you well throughout your career, regardless of your chosen path. In addition, as a 100 percent employee-owned company, SmithBucklin offers all of our people – regardless of position or compensation – an equal chance to experience the fulfillment and reap the benefits of ownership. As owners, our employees control the destiny of SmithBucklin and are unified in the goal of building a great, enduring company.

**Additional Information**

What is Inventures?  
  
Inventures helps innovative leaders develop, launch, manage and grow industry alliances and consortiums. These alliances help their stakeholders collaborate, accelerate innovation and develop thriving ecosystems to realize commercial opportunities that touch people’s lives around the world. Inventures’ experienced professionals deliver maximum benefits by leveraging unparalleled skills, expertise and best practices, as well as the industry’s most comprehensive resource base.  
  
Equal Employment Opportunity  
  
At SmithBucklin, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation based on position.