

**Company**

Inventures

**Position**

AP/AR Coordinator

**Company Contact**   
Julie Bode-Goswami

**Job Type**

Full-Time, Permanent

**Job Description**

The AP/AR Coordinator provides a high level of service for multiple clients requesting full-charge bookkeeping/finance support. This is an exciting opportunity for an entry-level candidate looking to gain exposure to a variety of financial functions in a fast-paced, multi-client environment.  
  
What You Will Do  
Produce and maintain bank accounts, and manage daily and monthly banking activity  
Process Accounts Receivable, to include performing collections, depositing payments, tracking wires and handling member finance inquiries  
Process Accounts Payable, to include obtaining necessary internal approval for expense payment, paying invoices by wire/check and handling 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 investment accounts and obtain them as needed  
Create presentations of financial and membership status for review  
Configure and manage membership databases and maintain membership information (application status, member list, contact list, etc.)  
Assist with general membership inquiries as needed  
  
  
This Role Might Be for You If…  
You possess a unique mix of technical accounting and finance skills with excellent customer service abilities  
You thrive in a fast-paced, collaborative environment that services multiple clients  
You display a high sense of urgency and possess strong critical thinking and organizational skills  
You are adaptable to change and enjoy having a diverse workload that changes daily  
You exhibit exceptional written and verbal communication skills  
  
Basic Qualifications  
Bachelor’s degree from an accredited four-year institution with a concentration in Accounting, Finance or other similar degree  
0-2 years of relevant professional experience  
Preferred Qualifications  
For entry-level candidates, the successful completion of a relevant internship is preferred  
Experience with QuickBooks is preferred  
Proficiency with basic computer programming, including the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)  
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.  
  
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.

**Required Qualifications**  
Basic Qualifications  
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0-2 years of relevant professional experience  
  
Preferred Qualifications  
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