



Accounting and Facilities Coordinator
Traverse Connect

Traverse Connect is a regional economic development organization charged with creating and implementing a clear and comprehensive economic development strategy for the Grand Traverse region. Its mission is to advance the economic vitality of the Grand Traverse Region through the growth of family-sustaining careers. Traverse Connect drives economic development efforts, oversees business development initiatives, and works with partner organizations across the region on significant community initiatives.

Traverse Connect is currently seeking an Accounting and Facilities Coordinator. This position supports the Chief Financial Officer.

For a full job description and list of primary responsibilities and desirable traits and characteristics, please review the attached job posting.

Compensation Package Includes:

- Competitive salary of \$50,000 - \$55,000, dependent on experience.
- Hybrid work schedule available.
- 401K Retirement (Up to 7% match).
- Health, dental, and vision insurance (75% Employer paid premium for employee and dependents).
- Employer paid short-term disability insurance.
- Employer paid Life and AD&D insurance.
- Self-managed paid time off.
- Employee Assistance Program.
- Cell phone allowance.
- YMCA membership for employee and family members.

Applicants should send the following documents by email to jobsearch@traverseconnect.com:

- Cover letter
- Resume

Deadline for applicants is 5:00 p.m., May 3, 2024. All correspondence will be considered confidential.



POSITION DESCRIPTION

TITLE: Accounting and Facilities Coordinator
REPORTS TO: Chief Financial Officer
FLSA STATUS: Full-time, Non-exempt Salary

JOB DESCRIPTION

The Accounting and Facilities Coordinator is someone who believes in the fundamental value businesses provide to our community. This position's primary role is to provide comprehensive coordination across all aspects of Traverse Connect's accounting and operations functions to maximize strategic mission goals and member retention and recruitment. This position requires a highly organized, self-motivated person to support the finance and operations department for Traverse Connect in a range of responsibilities including, but not limited to, bookkeeping, reporting, reconciliation, facilities management and supporting team engagement.

KEY RESPONSIBILITIES

Accounting & Finance:

- Generate and distribute monthly and miscellaneous investment invoices.
- Create and maintain fee items, fee schedules, and general ledger accounts in CRM software.
- Write off any uncollectible invoices in CRM software.
- Record, maintain, and reconcile financial data including accounts receivable, accounts payable, and bank accounts.
- Record all cash receipts and export accounting data from CRM software to accounting software
- Process accounts payable.
- Record, maintain, reconcile financial data, and provide requested reports for partner organizations.
- Notify CFO of miscellaneous adjusting journal entries
- Handle confidential information with a high degree of professionalism.
- Assist CFO with special projects, meeting preparation, and follow up.
- Organize, maintain, and manage efficient file system for the Finance department.
- Assist with annual audit.

Facilities and Technology

- Responsible for oversight of technology including and not limited to conference rooms and technology support working with our IT provider.
- Act as the main contact for facility and technology vendors.
- Coordinate building maintenance, repairs, renovations, upgrades, supplies, working with building management company and bidding contracts.
- Coordination of conference room preparation and use for members.



QUALIFICATIONS

The professional who serves as the Accounting and Facilities Coordinator must satisfy the criteria listed below. These skills are general in nature and therefore not inclusive of all attributes.

Personal Characteristics

- Expert time management.
- Strong attention to detail and organization skills.
- Pro-active problem solving and systems improvement.
- Self-motivated and self-learning with the ability to work independently.
- Excellent verbal, written, analytical, and interpersonal skills.
- Positive and team-oriented individual.
- Ability to work on multiple projects, meet deadlines, organize, and prioritize assignments.
- Consistent, reliable, and continuous improvement attitude.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and move items up to 20 pounds.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.