

ACCOUNTING COORDINATOR

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an innovative architecture, engineering and interior design firm based in the Midwest with offices in Michigan, Indiana, and Kentucky, is looking for a talented Accounting Coordinator for our Kalamazoo, Michigan office. The purpose of this position is to provide accounting support to Accounting Manager and team members. This position primarily is focused on performing accounts payable and accounts receivable functions.

POSITION RESPONSIBILITIES

- New Hire Accounting Orientation – training for timekeeper, expense reports, mileage reports
- Accounts Payable including invoice approval, vendor check backup and voiding checks, A/P reports, data entry
- Accounts Receivable including preparing client invoices, depositing client receipts, data entry of receipts, A/R reports
- Data entry including journal entries, timecards, general ledger entry, verification, and coding
- Payroll processing including verifying employees' work hours and payment through payroll system.
- Maintain filing system for invoices, purchase orders, paid checks, month end reports and employee records.
- Update and maintain project accounting budgets and project documentation.
- All other job duties as assigned

POSITION COMPETENCIES

- Act with integrity and trust.
- Possess a commitment to excellence.
- Work in a collaborative team environment.
- Balance team and individual responsibilities.
- Exhibit good listening and comprehension skills and patience with understanding needs
- Problem solves through root cause and finding alternative solutions.
- Take responsibility for own actions and completion of tasks.
- Respond to requests in a timely fashion.
- Take personal responsibility for own actions.

POSITION QUALIFICATIONS

- An Associate Degree in Accounting, or related field
- Excellent oral and written communication skills

- Able to work well independently
- Have excellent organizational and time management skills

POSITION LOCATION

This is a full-time position located in Kalamazoo, Michigan.

WHAT WE OFFER

- National award-winning culture and a supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- Industry leading Total Compensation (Paid Overtime, Performance Bonuses, Profit Sharing)
- Work-Life Balance program providing six (6) additional holidays per year.
- Paid Community Service Hours
- Annual Team Training, Professional Development
- The opportunity to reach your career goals with an award-winning firm

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 190 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design.

Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2022 National 101 Best and Brightest Companies to Work for Award and the 2022 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

www.towerpinkster.com. We are an Equal Opportunity Employer