



**APPLICATION PROCESS FOR  
Accounting Coordinator**

Applicants and nominees for the Accounting Coordinator position with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) should submit a letter of application, a current résumé, and a list of three (3) references to:

Ms. Kisha Berger  
Director of Human Resources  
SACSCOC  
1866 Southern Lane  
Decatur, GA 30033-4097 [kberger@sacscoc.org](mailto:kberger@sacscoc.org)

Applications may be submitted via U.S. Mail or electronically, and must be received in the SACSCOC office by **Friday, January 17, 2025, at 4:30 p.m. (ET)**. The Accounting Coordinator will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at [kberger@sacscoc.org](mailto:kberger@sacscoc.org).

# SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES

## ACCOUNTING COORDINATOR

### GENERAL DESCRIPTION

The Coordinator of Accounting performs day-to-day and general accounting support to the Vice President for Financial and Administrative Services (VPFAS) and the Business Office staff. This position requires accuracy and the exercise of independent judgment and decision making within established guidelines while maintaining the confidentiality of the SACSCOC administrative, accounting, and other Business Office operations. Perform these and other duties in accordance with GAAP (Generally Acceptable Accounting Principles) and all applicable federal, state, and local accounting regulations.

### SPECIFIC DUTIES

Summary of essential job functions:

- Performs day-to-day general and Accounting as directed by the VPFAS supervisor.
- Review and approve daily work from accounting staff.
- Reconcile bank records monthly with bank statements.
- Assist VPFAS with month-end close and report preparation.
- Participates in conference calls and attends meetings as necessary.
- Reviews and approval of the affiliate group CTECS (Career Technical Educational Consortium of States) federal and non-federal project invoices and payments and reconciles monthly with the Executive Director
- Reconcile all General Ledger accounts and prepare all adjusting journal entries for processing in preparation for month-end close.
- Prepare all monthly financial statements to be approved by VPFAS for issue to the President of the Commission.
- Assists the VPFAS with gathering and preparing accounting records to provide to the CPA firm for the annual Financial Statement Audit and annual filing of the Form 990 Tax return for SACS, SACSCOC and CTECS.
- Provides support to the Business Office and other SACSCOC staff in the absence of the VPFAS.
- Assists the VPFAS with various annual financial compliancy reporting.
- Serves as secondary liaison to banking representatives, Board of Trustees, and other external agencies.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Experience in month-end close to include general ledger and bank reconciliations. Experience with Microsoft Office and a working knowledge of QuickBooks is preferred. Excellent oral and written communication skills; excellent organizational skills; ability to be detail oriented; strong interpersonal skills; ability to maintain effective working relationships with other staff; strong analytical skills; and discretion in handling confidential/sensitive information.

### MINIMUM EDUCATION AND EXPERIENCE

A bachelor's degree in accounting from an accredited institution with five (5) years of full-cycle accounting experience are required. Introductory to Intermediate excel experience required. Three (3) years of supervisory experience is preferred, preferably in a non-profit organization. A master's degree is desirable but not required.

FLSA Status: Exempt

Terms of Employment: Full-Time

Revised: 12/16/2024