



JOB TITLE: Accounting Coordinator
DEPARTMENT: Accounting
REPORTS TO: Courtney Nixa
LOCATION: Central West End in St Louis, MO
SCHEDULE: 40 hrs per week, may be required to work after hours
TRAVEL: Occasional travel may be required

ABOUT GLOBAL EVENTO:

Global Evento is the leading luxury corporate gifting agency. We specialize in finding and distributing highly desirable products and experiences for organizations' important clients, employees and customers.

MISSION: Provide our customers with unmatched service, creativity and value through corporate gifting and gift experiences both onsite and virtually.

ACCOUNTING COORDINATOR

The Accounting Coordinator will assist the Controller/Director of Finance/CFO in maintaining the financial records of the company. The successful candidate will be responsible for managing the day-to-day accounting tasks, ensuring timely and accurate financial reporting, and supporting the accounting team.

JOB DESCRIPTION

- Process accounts payable and accounts receivable invoices, ensuring accuracy and compliance with company policies
- Maintains accurate and complete financial records and internal controls
- Assists in the preparation of month-end and year-end financial statements
- Reconciles bank statements and credit card statements
- Assists with the preparation and filing of tax returns
- Assists in the management of relationships with external auditors, tax consultants, and other financial service providers
- Maintains vendor and customer records and ensures compliance with vendor and customer contracts
- Monitors and reconcile petty cash accounts
- Provides support to the accounting team as needed

QUALIFICATIONS

- Associate's degree in accounting or related field. Equivalent work experience may apply
- Minimum of 2 years of experience in accounting or related field
- Strong knowledge of GAAP and other accounting standards
- Excellent attention to detail and ability to work with a high level of accuracy
- Strong communication and interpersonal skills
- Ability to manage multiple priorities and meet deadlines
- Experienced with accounting software (Quickbooks) and ERP systems
- Exhibits polite and professional communication via phone, e-mail, and mail
- Excellent computer skills, knowledge of Google Suite products preferred & ability to learn new technology quickly
- Knowledgeable of Microsoft Excel and data manipulation
- Fully vaccinated/boosted and willing to follow COVID regulations as they evolve



SUCCESSFUL CHARACTERISTICS

- Highly organized, detail oriented and customer service oriented
- Process Driven, Self Motivated and works well under pressure
- Desire to take ownership and a quick learner
- Able to manage multiple partners, clients and projects simultaneously
- Willing to pitch-in for tasks and jobs not directly “part of the job description”
- Motivated to learn, advance and mentor
- Wants to be a part of a highly motivated, growing company

PHYSICAL DEMANDS

The Accounting Coordinator will work in a professional office environment and will be required to work occasional overtime during peak periods. The noise level in the work environment is usually moderate.

APPLICATION PROCESS

Interested candidates should submit a resume and any other relevant materials, to Courtney Nixa at Careers@GlobalEvento.com.