



## Job Description ~ Open Position

### *Accounting Coordinator*

Reports To	Chief Financial Officer
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental, vision, life, critical illness, accident, and retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$53,016 (limited experience) - \$59,016 (substantial experience), annually.
Minimum Requirements	High School diploma (or equivalent); Post-secondary education; Ten years' experience in Accounting; Proficient standard Accounting practices, and familiar with strategic initiatives. Valid AL driver's license, reliable transportation, good driving record, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Associates degree in accounting or related field.
Position Overview	The Accounting Coordinator is responsible for overseeing invoicing, accounts receivable, federal and state reporting requirements, grant tracking, and general accounting functions for AIDS Alabama. This position ensures accurate financial reporting, compliance with HUD, federal, state, and local regulations, and supports organizational leadership through timely financial analysis.

#### Areas of Responsibility

1. **Invoicing and Grant Billing:** Prepare documentation and invoices for federal, state, city, Medicaid, and other grant-funded programs (e.g., Ryan White, Targeted Case Management, HOPWA, SHP, among others). Ensure invoices comply with applicable program rules, regulations, and the Code of Federal Regulations (CFR).
2. **Leadership and Collaboration:** Supervise and mentor accounting or finance support staff, as assigned. Collaborate with program leaders to explain financial information and ensure budget compliance. Communicate with funding agencies, auditors, and vendors as needed.
3. **Compliance and Regulatory Reporting:** Maintain working knowledge of HUD, federal, state, and local guidelines impacting grant billing. Coordinate with directors to ensure accurate invoicing and reporting.
4. **Grant Tracking:** Provide spend-down reporting for Ryan White programs.
5. **Accounts Receivable:** Maintain accounts receivable balances and deliver weekly aging reports to the Chief Financial Officer and Executive Directors.
6. **General Accounting:** Reconcile designated general ledger accounts using Blackbaud software. Assist with internal and external CBO audits as assigned.
7. **Policies, Procedures, and Guidelines:** Update internal accounting practices related to grant-funded programs.
8. Other duties as assigned.

#### Work Environment

1. **Schedule:** Work hours are full-time and may include weekends; shifts vary based on the needs of the consumers, the consumer's family, and the agency.
2. **Physical:** May lift up to 50 lbs.; long periods of standing, stooping, bending, and sitting; must be able to climb stairs, read documents, respond to written communication, and able to hear and understand the English language.
3. **Cultural:** Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

#### Overall Expectation

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures,

and Guidelines (including, but not limited to, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date