



## **FISCAL COORDINATOR**

Sea Education Association is a global teaching, learning and research community dedicated to the exploration, understanding and stewardship of marine and maritime environments. SEA empowers students with life-changing sea voyages of scientific and cultural discovery, academic rigor and personal growth. Our SEA programs feature an interdisciplinary curriculum and dynamic leadership-development experience – at sea aboard tall ships and on shore.

More information about SEA at [www.sea.edu](http://www.sea.edu)

**SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social and intellectual diversity.**

### OVERALL RESPONSIBILITIES

Under the direction of the Business Manager, the Fiscal Coordinator manages the accounts payable system, employee credit card accounting and daily cash management. Supports the Business Manager with monthly closings and fiscal year end audit preparedness. Coordinates and maintains the Student Billing System including invoicing students, their schools and other outside financial assistance. Works closely with enrollment to ensure their student tracking software correlates with accounting office. Also works closely with the development office reconciling gifts.

### MAJOR TASKS – FISCAL RESPONSIBILITIES

- 1) Responsible for all aspects of accounts payable system. Assures that all items going through the AP software are audit ready with proper backup by coordinating the approval process with departments for expenditures. This requires proper documentation and authorization working closely with all departments and assisting where necessary in opening accounts with new vendors. Assures good relations with vendors by monitoring accounts payables aging and processing bills accordingly for timely payment.
- 2) Prepares standard and adjusting journal entries for balance sheet and income expense accounts. Assures proper backup to all entries. Works closely with the Business Manager to insure smooth accounting workflow as well as timely closing of prior month payables.
- 4) Responsible for daily deposits, management of daily cash balance report.

5) Process and reconciles monthly operating bank statement, clears checks from accounts payable system, produces cleared check report, outstanding check report, monthly check register that ties out to cash balance report and voided check report, creates journal entry reconciling monthly deposits, creating an audit ready package each month with supporting documentation.

6) Maintains ships cash and all currencies passing through ships records.

#### MAJOR TASKS – STUDENT BILLING

1) Responsible for all earned income from SEA's undergraduate and joint high school programs, responsible for the collection of SEA student receivables and when necessary, works with collection agency regarding student bad debt. Working closely with enrollment, maintains all student billing charge and credit management.

2) Works closely with Enrollment, all SEA students, affiliated colleges, student's guardians and all other institutions to ensure student's institutional transferable funds including financial aid, in a timely manner is received by SEA.

3) Collects and maintains student promissory notes and assures notes are signed by students before leaving campus.

4) Maintains aging reports for all balances and keeps Business Manager aware of all 60 day and older balances. Responsible for month end reconciliation's, class spread of revenue and year-end audit schedules as relevant. Maintains electronic records of all pertinent conversations within the student files and works closely with Enrollment to ensure correct billing contact information.

#### WORKING RELATIONSHIPS

1) Reports to the Business Manager.

2) Works closely with staff at all levels within the organization, assists in all financial areas supporting departments while adhering to policies and procedures designed to maintain the internal control of SEA assets.

#### QUALIFICATIONS/REQUIREMENTS

- Several years of finance experience required.
- Computer skills using financial software, excel spreadsheets and word processing.
- Accounting courses and bookkeeping experience.
- Ability to handle several financial and administrative assignments simultaneously.
- Must have excellent organizational skills, be detail-oriented, have strong verbal and interpersonal skills and an ability to interact with all levels of management.
- Must have the ability to work independently as well as part of a team.
- Must have a high school diploma.

## BENEFITS & COMPENSATION

SEA has a flexible work schedule policy.

SEA offers a comprehensive benefits package including medical/dental/vision/life insurances, retirement plans, flexible spending and other voluntary insurance options, as well as a generous paid time off package of vacation/sick/personal/holidays.

Salary is commensurate with experience ranging from \$35,000 to \$45,000.

## HOW TO APPLY

Send your cover letter, resume and three (3) professional references to [FiscalCoordinatorSearch@sea.edu](mailto:FiscalCoordinatorSearch@sea.edu).

Open until filled.

