



Accounting Coordinator

POSITION SUMMARY:

Special Olympics Michigan (SOMI) is seeking an organized, detail-driven Accounting Coordinator to support key financial operations across the organization. This role plays an important part in ensuring accuracy, transparency, and compliance in SOMI's financial processes. Reporting to the CFO, the Accounting Coordinator helps maintain strong internal controls and supports the financial health of the organization.

POSITION RESPONSIBILITIES:

Accounts Payable/Receivable

- Support the processing of vendor invoices, payments, and related documentation.
- Ensure accuracy, proper approvals, and timely payment cycles.
- Maintain organized records and positive vendor communication.
- Record and track incoming payments from donors, partners, and other revenue sources.
- Monitor outstanding balances and assist with follow-up as needed.
- Ensure revenue is coded correctly to grants, programs, and restricted funds by supporting Gifts Processing Coordinator.

Financial Reporting & Compliance

- Assist with routine financial reporting and required state and federal filings.
- Support tracking and reconciliation of grant and raffle activity to meet reporting standards.
- Contribute to monthly bank reconciliations and other recurring financial tasks.
- Assist with annual audit preparation, budgeting support, and updates to financial procedures.

This job posting does not list all duties of the job. Employees may be asked to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at-will employment status.

Educational Requirements:

- Bachelor's degree in an accounting field, or associate degree with equivalent experience required.

Location:

- In-person
- Grand Rapids, Michigan

Job Type:

- Full Time, Exempt

NON-DISCRIMINATION POLICY

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.