



ACCOUNTING & ADMINISTRATIVE COORDINATOR

Status: Non-Exempt

Updated: December 2025

Job Title: ACCOUNTING & ADMINISTRATIVE COORDINATOR

Reports To: President

Purpose / Function

The Office, Financial, and Administrative Professional provides broad administrative, financial, and office support essential to efficient business operations at County Heat Treat (CHT). Responsibilities include accounts payable, accounts receivable, invoicing, payroll-related data entry, time tracking, regulatory compliance support, customer and vendor correspondence, and general office administration.

This role requires a detail-oriented, tech-savvy individual capable of managing financial workflows with accuracy and supporting the organization's quality, safety, and compliance objectives as outlined in the HSEQ training matrix.

Duties and Responsibilities

Financial & Accounting Responsibilities

- Process incoming invoices and outgoing billing.
- Perform **accounts receivable functions**, including posting customer payments, reconciling AR, and monitoring aging.
- Prepare and send customer **invoices** in a timely and accurate manner.
- Support **payroll activities** including:
 - Payroll data entry into **ADP**
 - Weekly employee **time tracking compilation** for payroll
 - Communicating issues or corrections
- Perform data entry and maintain accurate financial records in **QuickBooks** related to invoicing, customer payment and other related activities
- Support vendor/customer correspondence and maintain documentation.
- Assist in preparing reports or summaries for leadership and auditors if needed.
- Any other financial and accounting related activities related to AR and customer payment

Administrative Responsibilities

- Copy, file, and produce reports as requested.



- Perform duties related to federal and state regulations associated with running the business – as needed.
- Maintain and track **annual business activities**, including license renewals, certifications, and regulatory submissions.
- Assist with marketing, order process flow, and customer communications.
- Perform process data entry and support production-related administrative tasks.
- Support general office operations including supplies, scheduling, and document management as needed.
- May perform facility-related duties as needed, including basic cleaning or administrative support during staffing shortages.

Technology & Systems

- Enter, retrieve, and manage data in **ERP systems** (training provided).
- Use QuickBooks, Microsoft Office (Word, Excel), and internal systems effectively.
- Ensure accurate digital recordkeeping and process documentation (training provided as needed).
- Utilize technology confidently to improve efficiency and accuracy.

Qualifications

- High School Diploma required; post-secondary education preferred.
- Prior experience in a **manufacturing office environment** preferred.
- Strong knowledge of **QuickBooks** and experience with **ERP systems**.
- Very comfortable with technology, digital recordkeeping, and administrative software.
- High attention to detail, accuracy, and organization.
- Proficient in Microsoft Office applications.
- English proficiency required for documentation, communication, and reporting.
- Ability to maintain confidentiality of financial and employee information.
- Must be dependable, reliable, and able to work independently.
- Must pass required drug/alcohol screenings and background check.



Working Conditions

- Office environment within a manufacturing facility; consistent and comfortable climate.
- 40 hours per week, with some flexibility required depending on business needs.

Physical Requirements

Includes primarily sitting, light walking, some lifting (up to 25 lbs), and regular keyboard/mouse use.

Direct Reports

None

Company Statement

County Heat Treat reserves the right to modify job duties at any time. This job description is not all-inclusive. CHT is an Equal Opportunity Employer and does not discriminate based on any protected characteristics.