



## **JOB POSTING**

### **Accounting Coordinator Milwaukee, Wisconsin**

We are a social enterprise that focuses on creating career opportunities for people who are blind or visually impaired. Be a part of our mission!

The Accounting Coordinator will be responsible for the effective administration of accounts receivable for the entire organization, data entry of customer orders, and general customer service to our government and commercial customers.

#### Job Duties include:

- Posts customer payments by recording cash, checks, credit card transactions, and other EFT payments according to department policies and practices.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with business unit leaders to ensure timely payment by customers.
- Complete daily invoicing of customer orders. Ensure timely and accurate billing to customers.

#### We require:

- A passion and commitment to fulfilling our mission and vision.
- A two year degree in accounting or 3 to 5 years of experience in the accounting field. Strong experience in accounts receivable is highly desired.
- Accurate keyboarding skills of 40 w.p.m. with 95 percent accuracy.
- Strong computer skills especially working with Excel, Outlook, and ERP systems.

#### We offer:

- Competitive compensation and benefits package.
- A culture that values delighting our customers, constant improvement, and fun!
- Opportunity to help create real jobs and upward mobility for people who are legally blind.
- An organization where our mission is the most important aspect of our bottom line.

Learn more about us at [www.beyondvision.com](http://www.beyondvision.com)

Send a resume, cover letter, and salary requirements to: [hr@beyondvision.com](mailto:hr@beyondvision.com)