

## **Sales Accounting Coordinator-Brattleboro, VT**

New Chapter, Inc., an organic manufacturer of vitamin and herbal supplements In Brattleboro, VT is looking for a dynamic individual to join our mission-driven, organization. We seek a **Sales Accounting Coordinator** to support the **Sales Management Team** department in a culture that fosters wellness and social responsibility.

### **Job Summary:**

Provide administrative accounting support to sales management team coordinating accounting functions such as expense reports, purchase orders, credit card receipt coding and reconciliation, and advertising invoices.

### **Responsibilities:**

- Provide world class customer service to all internal and external sales teams and NC's Accounting department.
- Administer NC's TIA and National Advertising program working within program policies and budgets. Works closely with VP Domestic Sales and Regional Managers. Enter PO's for advertising commitments and track approved expenditures within budget and policy. Follow up includes processing invoices with proof of payment.
- Process all department cash expense reports in a timely manner within the policy guidelines. Work closely with reporting team on revisions of expense report forms. Interact with Regional Managers and Sales Operations Management on any issues or approvals needed.
- Process, approve and recode all credit card transactions per company policy, working with sale coordinators as necessary to complete coding in a timely manner. Match receipts to expense reports and provide to accounting.
- Code and process all other department receipts according to policy and guidelines.
- Interface with accounting on all purchase order, expense report, credit card or advertising issues and bring issues to resolution.
- Assist VP of Sales Operations with annual budgeting for the Sales Operations department.

### **Qualifications:**

- Experience with accounting systems and procedures.
- Ability to navigate and problem solve in Navision software.
- Intermediate excel skills.
- Efficient and accurate data entry skills.

- Highly detail oriented with a strong desire to work with numbers.
- Ability to multi-task with strong organizational skills.
- Strong communication skills with the ability to communicate, orally and in writing, all programs and policies thoroughly.
- Problem solving and resolution skills.
- Must be able to work in fast-pace Sales environment.
- Minimum 3-5 years experience working in an accounting department.
- Minimum 2 years experience working and managing budgets.

We offer an outstanding benefit package which includes medical, dental, & 401(k). Qualified candidates, submit resume to [careers@newchapter.com](mailto:careers@newchapter.com). New Chapter is an equal opportunity employer.