

ACCOUNTING COORDINATOR

THE ASSEMBLAGE

COMPANY NAME	THE ASSEMBLAGE	EMPLOYMENT TYPE	FULL-TIME
LOCATION	17 John St. / 114 East 25th St	JOB TITLE	Billing Coordinator
DEPARTMENT	Administration	REPORTING STRUCTURE	Area Controller

Who We Are

The Assemblage is a community providing co-working, co-living, social and event spaces for individuals interested in personal development, transformation, and interconnectedness.

Please peruse the website below to explore our brand and ethos. Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John Street are the first physical manifestations of this community, where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

www.theassemblage.com

Job Description

The Accounting Coordinator will be responsible for setting up all new members and teams and their respective billing structure. This position will be responsible for all membership billing inquiries, tracking all membership and incentive programs, managing all member correspondence, bill out all private functions and inquires. This person will also be responsible for follow-up of all delinquent accounts.

Essential Responsibilities

- Setting up all new membership accounts per sales directive
- **Billing**
 - Member payment plans
 - Food and Beverage
 - Events (Programming and Private)
 - Hotel Direct Bills
 - Posting payments (wires, checks, etc.) and handling deposit slips
- Handles all discounts, price plans, and booking credits
- **Verifies all Member Billing:**
 - Sales Programs Offered
 - Installment/Product Plans
 - Booking Credits Allowance
 - Referral Plans Implemented
 - Food & Beverage Charges
- Membership reporting to Director of Finance, Controller, and Sales Managers
- **Collections:**
 - Collecting on delinquent accounts for hotel accounts, events and member accounts
 - Informing management of issues
 - Run of monthly credit meetings
 - Making required approved adjustments
- Responds to all member inquiries and complaints (customer service)
- Managing correspondence with members and ensuring all proper instructions are given
- Vetting member accounts by ensuring proper documentation is on file and following up with Sales Team for required documentation
- Tracking all trade membership accounts
- Billing of all private functions
- **Reporting:**
 - Weekly reporting of Food & Beverage income (due each Tuesday to GM's)
 - Monthly reporting of Food & Beverage along with reconciliation to Controller by the 5th business day
 - All credit cards should be reconciled
 - All member charges should be reconciled
- **Miscellaneous:**
 - Meeting with members to review any billing related issues
 - Informing management of any billing that does not fall within Assemblage policies
 - Any other ad hoc duties as requested

Qualifications

- 2+ years of billing experience or general accounting experience.
- Excellent verbal and written communication skills.
- Proficient in MS Office (especially Excel)
- Great attention to detail and accuracy
- Ability to prioritize and meet deadlines
- Bachelor's degree
- A team player and self-starter, with the ability to work independently
- Ability to work effectively in an innovative, fast-paced and multi-tasked environment
- Available to work overtime as needed

Benefits

- Paid holidays
- Paid personal time off (PTO)
- The Assemblage offers excellent benefits upon your second month of employment including medical, dental, vision, EAP, and 401K

Equal Opportunity Statement

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage is an equal opportunity employer. The Assemblage does not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.