



Job Description

Job Title: Accounting Coordinator & Data Specialist (exempt)

Supervisor: CFO & Director of Operations

About NESC: Established in Minnesota Statute 123A.21, the Northeast Service Cooperative helps build, sustain and recreate rural infrastructure and enterprise in education, technology, health care and economic development. Winner of several national awards for innovation, NESC serves and supports 108 member schools, colleges, cities, counties, state agencies, service agencies, health care providers, regional consortia and others. An independent, regional, public initiative, NESC often develops and delivers its services through collaboration between and among boards, staff, members and colleagues as well as public and private partners.

Job Summary: Under limited supervision, this position reviews, processes, and maintains financial records, databases, and documentation related to accounts receivable, accounts payable, and banking operations. The Accounting Coordinator computes, classifies, and records numerical data to ensure complete and accurate financial records across all accounting functions. This role combines traditional accounting functions with data management responsibilities requiring both financial acumen and strong analytical skills to ensure accurate financial tracking and reporting. The role requires collaboration across multiple organizational divisions, including TnT, Insurance, Member Services, and Education. Performs other duties within fiscal services as assigned.

Duties and Responsibilities:

- Prepare and process daily bank deposits, ensure proper documentation for all banking transactions
- Process and record customer payments & invoices, reconcile accounts, and resolve discrepancies
- Review, code, and process vendor invoices for payment, prepare check runs according to established schedules
- Develop and maintain complex spreadsheets for financial tracking and reporting
- Create and update financial dashboards and summary reports
- Maintain detailed records, analyze data to identify trends, performs/builds in double checks
- Identify anomalies, discrepancies, or unusual trends in financial data and investigate root causes
- Suggest process improvements for data collection and reporting, leverage AI powered tools
- Adheres to separation of duties, quality control standards and HIPAA compliance

Qualifications (*specific training and/or job experience required*):

- Minimum of two years' post-secondary school with a certificate or degree in administration, business, accounting, finance, math/statistics, human resources, insurance, or related field or demonstrated career experience in related field
- Minimum two years' relevant work experience in a full-time business environment, public sector preferred
- Demonstrated experience in business office practices, procedures, and skill sets
- Demonstrated experience in business software, Excel, applications and web solutions for all related work, experience in Quickbooks & Smart Finance
- Strong, balanced set of math, analytical, and interpersonal skills
- Demonstrated communications and/or human relations skills
- Experience in working with Service Cooperatives and/or related education agencies preferred
- Special skills in accounting, math, statistics, reporting and/or analysis preferred
- Access to personal or public transportation available for business use

Physical requirements:

Mobility among workstations, within campus setting, and among regional members, partners, and vendors

Able to lift items designed to be safely lifted by an adult

Estimated length of time required for new entrant to achieve acceptable level of proficiency:

Six (6) months