



Accounting Coordinator

Accounting Barn is a modern accounting boutique specializing in providing services to the entrepreneurial business community. We are looking for a dynamic **Accounting Coordinator** to work on our valued client ESOTERIC Fine Auto Finishing, an exciting, fast-growing automotive company providing detail services, product sales, and education. This role will assist the Controller and Partners with accounting and administrative tasks.

We are looking for candidates residing in the Columbus, OH area. This role can be temporarily remote during COVID.

Responsibilities

- Bank and credit card transactions, including coding, support, and reconciliations
- Accounts Receivable, including invoices and deposits
- Accounts Payable, including bills and payments
- Payroll & Subcontractors, including time tracking and processing using payroll service provider platform
- General Ledger maintenance, including chart of accounts and journal entries
- Assist with monthly close
- Assist with implementation of systems infrastructure
- Follow internal checklists detailing procedures
- Manage e-mail inbox

Qualifications

- Minimum of an Associate Degree in Accounting
- 5+ years of hands-on professional experience
- Well versed in QuickBooks Online (QBO) and Excel
- Strong foundational understanding of GAAP and have been involved in the monthly close process
- Informed, confident communicator, both verbally and written
- Problem solver motivated to dig down deep and follow through until the issue is resolved
- Detail-oriented, understanding both the cause and effect of transactions
- Believe in accuracy, completeness, and timeliness
- Organized and can work through competing priorities in a fast-paced environment
- Consistency
- Love to learn and are tech-savvy
- Great attitude and get excited about accounting
- Enjoy the entrepreneurial, small business scene over Corporate life

Compensation

- Highly competitive salary, benefits, PTO, professional development plan, product & services discounts

About ESOTERIC

Esoteric Mission: Helping auto enthusiasts live their passion with exceptional auto preservation products and services.

Esoteric Vision: Be the unquestioned international leader for exceeding customer expectations in vehicle preservation, finishing, performance, appearance enhancement, innovative product sales, and car-care education.

Esoteric Values:

- Integrity
- Passion for excellence
- Focus on continuous innovation & learning
- A place where many want to come and few want to leave
- Do what is right in all cases
- Think like a customer and act like an owner
- Create the best customer experience anywhere
- Create an inclusive, respectful, and fun place to develop a career and where opportunities are endless
- Produce the highest possible results through constant improvement from research and testing
- Operate in a team environment that focuses on advancing the company toward its vision
- Over-deliver in every relationship with colleagues, customers, and vendors

Please send a cover letter telling us about yourself, your resume, and your compensation requirements to inbox@accountingbarn.com. Qualified candidates will be contacted for an accounting skills assessment. Please note that you must be able to successfully pass a criminal background check, credit check, and drug test.

ESOTERIC®

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