



Accounting Coordinator

Chicago Switchboard, founded in 1936, is a recognized leader in quick ship custom built electrical equipment. We supply switchboards, control panels, portable generator connection cabinets, junction boxes, and panels to our customers across all industries.

Park Detroit was founded in 1945 and became a part of the Chicago Switchboard family in 2020.

While growth driven, the team is determined to provide quality products and service and at the same time remembering the entrepreneurial spirit that the company was built on.

Position Summary:

Based out of our Elmhurst, IL office, Chicago Switchboard is looking for a skilled accounting coordinator to perform a variety of financial tasks. Responsibilities include keeping financial records updated and reconciling bank statements. In addition, you will utilize NetSuite to process accounts payable, billing, customer payment and weekly check run. A successful candidate should be familiar with basic accounting procedures and have a drive to ensure the company's daily accounting functions are run accurately and effectively.

Position Responsibilities:

Accounts Receivable

- Proactively pursue customer for timely payment
- Apply customer remittance to customer account
- Investigate payment discrepancies and contact customer when necessary
- Evaluate customer to determine credit worthiness

Accounts Payable

- Match and enter all accounts payable invoices into NetSuite
- Flag & resolve invoice discrepancies and work with the Supply Chain team
- Ensure invoice coded to correct GL account
- Review all vendor statements
- Run weekly payment run, match payment with invoice and file paperwork
- Enter ACH/Wire transfer payment in banking system

identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



Billing

- Process billing timely
- Follow up with Sales Team for questions

Other

- Prepare vendor invoice accrual for month end
- Balance bank account for month end
- Provide accounting and clerical support to the accounting department
- Cross train with other accounting personnel
- Special projects as needed

Job Qualifications

- Experience and knowledge with NetSuite ideal; experience with accounting program required
- Minimum three years of accounting experience required
- Working knowledge of Microsoft Office Suite
- Accuracy and attention to detail
- Aptitude for numbers
- Well organized
- High school diploma: Associates degree in accounting is a plus
- Excellent oral and written communication skills

Chicago Switchboard does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.