

Accounting Coordinator Job Posting

Amadeus Airport IT Americas, Inc. is an air transport information technology solutions firm based in Orlando, Florida. Our comprehensive portfolio of solutions enable airports and airlines to better utilize and manage resources, enhance the passenger experience, reduce costs, and optimize revenue generation.

Our operational, passenger processing, intelligent display, and revenue management platforms deliver enterprise-class business intelligence solutions and are the most innovative in the air transport marketplace.

Amadeus Airport IT Americas, Inc. solutions are operational in 30 of the top 50 airports in North America, and as a testament to their scalability, these solutions are at home in another 100 airports and at 60 airlines worldwide.

We are currently seeking a self-motivated and experienced individual to fill a full time role as an **Accounting Coordinator** at our **Orlando, FL** location.

Summary: This position processes vendor invoices, customer invoices, journal entries, processes customer payments, process employees' travel expenses for payment and responds to accounting inquiries.

Essential Duties and Responsibilities: Perform administrative duties for the Executive including, but not limited to:

- Process vendor invoices for proper approval level, account, project cost center classification and payment terms as well as compliance with the non-equipment/software purchase policy
- Post customer payments in local accounting system when received
- Review and process employees' expense reports domestic and foreign, for compliance to travel policy, proper approval level, account classification and payment terms
- Maintain reference files (hardcopy and digital) for paid invoices, customer invoices, vendor and customer contracts
- Other duties within the accounting/finance department, assisting staff accountants with overflow duties. Serve as backup for office manager as needed

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience:

- High school diploma
- One to two years of accounting experience
- Basic accounting knowledge as well as basic business process knowledge such as ordering supplies, operating scanners, fax machines, copiers, etc.

Send Resumes to HR@airit.com