Accounting Coordinator

Join Yankee Publishing, Inc.

Yankee Publishing is seeking an organized, detail-oriented **Accounting Coordinator** to join our team in Dublin, New Hampshire. This role is ideal for someone who values accuracy, confidentiality, and follow-through and enjoys supporting essential financial operations in a collaborative work environment.

If you have accounts payable experience, strong organizational skills, and a commitment to providing responsive service to employees and vendors, we'd like to hear from you.

About the Role

The Accounting Coordinator processes and analyzes confidential financial information while maintaining a high degree of accuracy and attention to detail. This hands-on, non-supervisory position supports accounts payable, accounts receivable collections, banking activities, account reconciliations, vendor records, journal entries, and other projects for the Information Services team.

The Accounting Coordinator reports to the Vice President of Finance and works with financial information for Yankee Publishing and its subsidiaries.

What You'll Do

- Enter accounts payable invoices and employee expense reports for Yankee Publishing subsidiaries using Business Central, and support check printing, electronic payments, check management, and outstanding-invoice processing.

- Review vendor invoices and employee expense statements for proper approval, accounting period, and coding, and submit ACH and wire payments through the bank.
- Maintain vendor files, W-9 forms, and ACH/wire authorization documentation, including vendor communication and test transactions before initial payment.
- Support refund-account reconciliation, track overdue accounts, collect delinquent payments, and record collection activity in the CRM system.
- Prepare assigned journal entries, corporate credit-card statements, balance-sheet reconciliations, annual 1099 filing support, and related special projects.

What We're Looking For

Qualifications

- Associate degree or equivalent work experience in Accounting, Finance, or a related field
- At least two years of accounts payable experience preferred
- Good understanding of accounting principles and financial reporting
- Familiarity with financial software systems
- Proficiency in Microsoft Office, particularly Word and Excel
- Strong general math, administrative writing, organization, and data-entry skills
- Good judgment and customer-service skills
- High level of accuracy, initiative, confidentiality, and follow-through
- Ability to work effectively both independently and as part of a team
- Collaborative, analytical, and trustworthy approach to work

Why Join Yankee Publishing?

Proudly celebrating our **91st year of telling New England's stories**, Yankee Publishing is an independent media company producing trusted print, digital, and television content through beloved and enduring brands, including *The Old Farmer's Almanac, Yankee, New Hampshire Magazine,* and *New Hampshire Business Review*.

Yankee Publishing is **100% employee-owned**, giving employees a meaningful stake in the company's success. We offer a generous benefits package that includes:

- Health, dental, and vision insurance
- Flexible spending account
- Life and LTD insurance
- Paid holidays, sick time, and vacation
- 401(k) plan with employer match
- Employee Stock Ownership Plan (ESOP)

We foster a **collaborative, welcoming, and inclusive workplace culture** where employees are recognized and valued for their contributions. Yankee Publishing believes in diverse representation and strongly encourages people of color, members of the LGBTQ+ community, veterans, individuals with disabilities, and people from other underrepresented groups to apply.

How to Apply

Please submit your résumé and cover letter through the Yankee Publishing employment website.