



NATIONAL STONE, SAND
& GRAVEL ASSOCIATION

Job Title: Coordinator, Finance & Administration

Reports to: NSSGA Vice President, Finance & Administration

Status: Non-Exempt

The National Stone, Sand and Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States. In 2018, U.S. domestic production and use of construction aggregates amounted to 2.5 billion tons of crushed stone, sand and gravel—valued at \$25.1 billion. The aggregates industry employs approximately 100,000 highly-skilled men and women.

Position Summary

NSSGA seeks a motivated and energetic professional to join the Finance team. The Coordinator plays a critical role in supporting the functions of the finance and administration team. This role requires a high level of attention to details, a great attitude and ability to follow-through. The ideal candidate must be able to work well both collaboratively and independently and be invested in the success of the team and the association.

Key Position Responsibilities

- Assist with administrative needs, including handling incoming calls, creating/maintaining files, mail, and database entry
- Ability to manage and work on projects simultaneously while working with stakeholders on day-to-day needs and updates
- Handle Accounts Payable, including posting of invoices, follow-up on past-due accounts, vendor log maintenance and year end accruals
- Cut checks and process for approval and manage weekly check run and invoices
- Create invoices in Protech and monitor collection of outstanding A/R accounts
- Assist the Meetings team with creating sponsorship invoices
- Support monthly financial preparation and year-end audit items and reconciliations
- Maintain organization of AP company digital filing system
- Maintain lockbox/live checks via remote deposit and apply payments in Protech
- Respond to internal and external accounting inquiries
- Manage kitchen/office supply/pantry orders
- Conduct monthly supplies inventory and maintain the inventory log



- Manage office equipment and request services as needed
- Other duties as requested

Background/Education Requirements

- College degree and/or equivalent work experience
- Entry level to a minimum of 1 years of administrative/accounting support experience
- Prior experience with accounting software preferred and expertise in Microsoft Office
- An understanding of basic math/accounting concepts
- A great attitude with a 'get-it-done' mentality
- Ability to interact professionally with colleagues, members and external contacts

Please provide resume and cover letter to hr@nssga.org. Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

