



Accounting Coordinator

Updated: 4/27/26

Department: Admin

Reports To: Accounting Manager

Location: Onsite in Castle Rock, CO

Employment Status: Full-time / Non-Exempt

Company Overview

Sunset Stone, LLC. is a leading manufacturer of concrete products based in Castle Rock, CO. As a leader in the industry, Sunset Stone specializes in providing high-quality, lightweight stone veneers for residential and commercial projects throughout the United States.

Position Summary

The Accounting Coordinator is responsible for Accounts Receivable, Accounts Payable and supporting Sales.

Key Responsibilities

- Generate and send invoices to customers. Record payments and reconcile accounts.
- Monitor accounts receivable aging and follow-up on past due balances.
- Maintain accurate customer records.
- Process vendor invoices and ensure timely payments.
- Reconcile vendor statements and resolve discrepancies.
- Prepare payment runs (checks, ACH and online payments).
- Maintain vendor files and support vendor relations.
- Assist with month-end close by reconciling accounts and preparing reports.
- Maintain cash controls, including monitoring cash transactions, reconciling petty cash and cash accounts, and ensuring compliance with internal policies and procedures.
- Assist Inside Sales team by entering and reviewing sales orders to ensure accuracy before invoicing.
- Provide occasional phone and Front Desk coverage when the office is busy, ensuring professional and courteous communication with customers.
- Monitor and assist with Sample Order requests for customers.
- Assist Sales Department with Warranties.

Required Qualifications

- Proficiency in accounting software (e.g., SAGE 100, QuickBooks, SAP) and Microsoft Office Suite, including Excel.
- Strong attention to detail and accuracy in financial data entry and reconciliation.

- Excellent communication skills, both written and verbal, with the ability to interact professionally with vendors and customers.
- Ability to work independently with minimal supervision, prioritize tasks effectively, and meet deadlines. Self-motivated and able to contribute to a strong team.
- Flexibility to adapt to changing priorities and willingness to assist with various projects as needed.

Work Environment & Physical Requirements

- Sitting for extended periods of time
- All day use of computer
- Frequent use of email & telephone communication
- Able to lift 25 lbs

Compensation & Benefits:

- The salary range for this position is \$23.00/hr - \$28.00/hr, depending on experience and qualifications. This is a full-time position, with a Monday-Friday work schedule.
- Health, Dental, Vision Insurance
- Paid Time Off, Sick Time & Holiday Time

Company Culture:

We are a dynamic and growing company committed to providing exceptional service to our customers. We value integrity, teamwork, and a positive attitude. Join our team and become part of a company where your contributions are recognized and rewarded.

To apply, please send your resume and cover letter to:

Kellie Lambert, *SHRM-CP*

HR Manager

klambert@sunsetstone.net

Sunset Stone is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind, including based on race, color, sex, gender identity, sexual orientation, disability, age, national origin, or any other status protected by law.

If you have a disability and require accommodation during the application or interview process, please let us know.

Colorado's minimum wage is \$15.16 per hour. For jobs that are subject to the minimum wage law, wages will be discussed during the interview process.

Applicants must be authorized to work in the United States without sponsorship.

Employment with Sunset Stone is at-will, which means that either the employee or the employer can terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by law.

Candidates may be required to undergo a background check as part of the hiring process.

By submitting your application, you consent to Sunset Stone collecting, storing, and processing your personal data as part of the recruitment process. We respect your privacy and will handle your information in accordance with applicable privacy laws.

In accordance with company policy, Sunset Stone is a drug and alcohol-free workplace.