



Finance & Accounting Coordinator

FULL-TIME SALARY POSITION

Location: On-Site, Lexington, KY

Reports To: Chief Operating Officer

Faithful Platform is a passionate, client-focused jewelry company committed to providing exceptional customer experiences and crafting timeless pieces. We are seeking a highly organized and detail-oriented Finance & Accounting Coordinator to support the day-to-day financial and accounting functions of our growing company.

This role is ideal for someone who enjoys balancing financial organization with operational coordination. The Finance & Accounting Coordinator will primarily oversee accounts payable and accounts receivable functions while assisting with financial analysis and forecasting. The ideal candidate is proactive, dependable, highly organized, and comfortable working in a fast-paced environment.

Role Responsibilities:

- ❖ Manage Accounts Payable (processing invoices, timely payments, statement reconciliation, and documentation).
- ❖ Manage Accounts Receivable (generating invoices, monitoring outstanding balances, processing refunds/credits, and following up on unpaid accounts).
- ❖ Perform daily bookkeeping activities, including bank/credit card reconciliations and transaction categorization.
- ❖ Support leadership with financial reporting, budgeting, expense tracking, and processing contractor payouts.

Role Requirements:

- ❖ Strong organizational and time-management skills
- ❖ Excellent attention to detail and follow-through
- ❖ Basic understanding of accounting principles and financial processes
- ❖ Ability to manage multiple priorities in a fast-paced environment
- ❖ Strong written and verbal communication skills
- ❖ Comfortable working with vendors, customers, and cross-functional teams
- ❖ Proficiency with Google Workspace, spreadsheets, and office productivity software
- ❖ Experience with ERP, CRM, or accounting software preferred
- ❖ Positive, team-oriented attitude with a willingness to learn and grow

Experience & Education Requirements:

- ❖ Bachelor's degree preferred.
- ❖ 2–5 years of experience in finance (A/P, A/R, Bookkeeping), office administration, or operations coordination.
- ❖ Experience in a fast-paced business environment; prior experience with inventory or production coordination is a plus.

Compensation & Benefits:

- ❖ Competitive salary range of \$50,000–\$65,000, based on experience and qualifications
- ❖ Annual bonus potential based on company and individual performance
- ❖ 401(k) matching program (eligible after 6 months of employment)
- ❖ 15 days of paid time off annually, increasing with tenure
- ❖ Short-Term and Long-Term Disability Insurance
- ❖ Employee discounts on company products, subject to company policy
- ❖ Opportunity for growth within a fast-growing, mission-driven company
- ❖ Collaborative team environment where your ideas and impact matter

To apply for this position, please apply through our [website](#) and send your resume to careers@faithfulplatform.com.

Faithful Platform is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law.