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## Staff Accountant

### Description

The **Staff Accountant** is responsible for providing timely and accurate financial information and systems of internal control.

### Responsibilities

#### Essential Duties

- Accurate and timely performance of general accounting tasks, including, but not limited to, general ledger posting and maintenance and reconciliations of general ledger account detail (i.e., subsidiary ledgers, files and schedules) to general ledger control accounts.
- Accurate and timely preparation of internal and external financial statements in accordance with generally accepted accounting principles.
- Assist with financial planning, including the Annual Operating Plan, Mid-Year Forecasts and reporting of actual results versus the plans.
- Ensure compliance with the financial procedures of the organization.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year-end close.
- Work with the Controller to ensure a clean and timely year-end audit.
- Ensure the accurate and timely processing of positive pay transactions.
- Execute mid-level general-ledger account reconciliations, accurate reporting, and data verification, enabling senior staff to analyze options and make financial decisions aligned with company objectives
- Conduct mid-level general-ledger account reconciliations, verify accuracy of data, and identify and correct errors made by internal and external personnel
- Support monthly, quarterly, half-year, and year-end financial closes, including assigned journal entries, balance-sheet account reconciliations, accruals, and overall maintenance of operational management accounts
- Assist in providing schedules and commentary for operational management account results and variances, and for the production of working-capital cash-flow reports

### Automation and Training

- Monitor and analyze department work to develop automated or, at a minimum, more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advise staff regarding the handling of non-routine reporting transactions and assess ways to automate non-routine transactions.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Oversight of staff to include selection, training and development of excellent people and productivity of the work group
- Work with Controller to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.

### Hiring organization

United Consumer Financial Services

### Employment Type

Full-time

### Industry

Financial Services

### Job Location

Westlake, Ohio

### Working Hours

full time

### Date posted

March 2, 2023

### Valid through

15.06.2023

## **Communication**

- Respond to inquiries from the VP of Finance, Controller, and other company leaders regarding financial results, special reporting requests and the like.
- Assist Controller with keeping informed of significant problems so that appropriate levels of management are alerted and resources are assigned to resolve the problems.
- Collaborate with the other department managers to support overall department goals and objectives.

## **Control Environment**

- Institute and maintain strong systems and internal controls at UCFS that:
- Safeguard the assets of the Company
- Warn of potential losses due to theft or mistakes
- Report reliably on product costs and margins
- Provide information to control costs and cash flow
- Institute and maintain strong controls over our Distributor pay procedures and billing controls.
- Maintain and update, when necessary, Accounting Department policy and procedures.
- Audit the work of the Accounting Department.

## **Skills & Abilities**

- Ability to multi-task in a fast-paced environment.
- Ability to communicate effectively on the phone and in person.
- Ability to work quickly in accordance with customers' time constraints.
- Ability to read, write and perform mathematical calculations.
- Excellent organization and attention to detail.
- Proficiency with a computer, standard office equipment and computer programs, including but not limited to Microsoft Office Suite (Outlook, Excel, Word) and AS400 up to 8 hours per day. *Must have advanced Excel skills.*

## **Minimum Qualifications**

- Bachelors in Accounting; MBA or CPA preferred but not required.
- 10+ years of Accounting experience.
- Microsoft Suite expert level
- Power BI expert level