Accounts Payable / Payroll Specialist

## General requirements:

Overview: Perform tasks in the Accounts Payable or Payroll areas to ensure the validity and timeliness of accounting and payroll activities. These tasks include accounting and payroll clerical operations such as: examining, verifying, and correcting various accounting and payroll documents to ensure completeness and accuracy of data in accordance with Argonne’s accounting, travel, and payroll policies and procedures. Such documents may include supplier invoices/reimbursements, employee reimbursements, and timecard and payroll/effort correction forms. Additional tasks may include assisting Accountants with special assignments and respond to accounting and payroll inquiries.

## General activities:

* Provide support to other accounting areas (Accounting, Accounts Payable, Payroll…) for ledger and business transactional issues.
* Process invoices, vouchers, and other related accounting related transactions on a daily or as-needed basis.
* Review timecards and payroll/effort correction forms
* Input accurate transactional data in Laboratory approved software or software applications.
* Recommend processes to enhance workflow.
* Provide data and information to others on functional unit processes and procedures.

## Qualifications:

* Minimum High School and 4+ years of related experience
* Proven computer skills and accounting systems software experience.
* Oral and written communication skills.
* Interpersonal skills and ability to conduct oneself in a professional manner.
* ability to identify and correct problem

Accountant I

## General requirements:

Overview: Candidates for this position must possess attention to detail, solid communications skills, and strong technology skills with particular expertise with Microsoft Excel. Average education and experience level equivalent to BS or BA degree and 1-3 years of relevant experience.

## General activities:

* Provide support to other accounting areas (Payroll, Accounts Payable…) for ledger and business transactional issues.
* Provide general ledger account reconciliations including bank account analysis.
* Support monthly reporting edit/validation issues associated with the monthly reporting process.
* Identify problems, draw valid conclusions, and develop effective solutions to accounting/financial related issues
* Work independently to complete assigned tasks and meet deadlines.

Accountant/Financial Analyst II

## General requirements:

Overview: Candidates for this position must be strong communicators with superior technology abilities, including proficiency with Microsoft Excel, PowerPoint, and database applications. They should be proficient with enterprise resource planning (ERP) systems in addition to possessing excellent organizational skills and analytical and modeling ability. Average education and experience level equivalent to BS or BA degree and 5-8 years of relevant experience with ideal candidates possessing a CPA/CMA and/or a Master’s degree.

## General activities:

* Review and understand the workings of the Workday financial system.
* Gather, validate, and analyze financial data and prepare/manage the corresponding accounting transactions and reports.
* Learn and understand general ledger, posting rules and custom validations, and provide support for operational questions and requests.
* Learn and apply knowledge of DOE financial reporting requirements and the business process required to prepare the monthly financial reporting file.
* Resolve monthly reporting issues and edit/validation challenges as identified in the monthly reporting process.
* Interface with the laboratory’s scientific staff, financial staff, project managers, and the functional managers on aspects of billings, reimbursements, customer/sponsor support and financial reporting.
* Identify problems, draw valid conclusions, and develop effective solutions to accounting/financial related issues
* Work independently and cooperatively with Laboratory financial and accounting staff to complete assigned tasks and meet deadlines.
* Development, review, and update of supporting process and project documentation.
* Conduct risk analysis, assessments, monitoring, and maintenance.

Senior Accountant/Financial Analyst

## General requirements:

Overview: Candidates for this position must have excellent communication and problem-solving abilities, including expertise with Microsoft Excel, PowerPoint, and database applications. They should be proficient with enterprise resource planning (ERP) systems and proven ability to provide strategic analysis and advice to leadership level positions. Average education and experience level equivalent to BS or BA degree and over 10+ years of relevant experience with ideal candidates possessing a CPA/CMA and/or a Master’s degree.

## General activities:

* Review, understand, and provide suggested improvements to the workings of the Workday financial system.
* Analyze financial data, prepare/manage the corresponding accounting transactions and reports, and provide recommendations to process improvements.
* Provide support to other areas of operations including accounting areas (Payroll, Accounts Payable…) for reporting and financial process improvements.
* Coordinate the review and resolution of internal control configurations consistent with industry best practices, Sarbanes-Oxley Act and OMB Circular A-123.
* Interface with the laboratory’s scientific staff, financial staff, project managers, and the functional managers on aspects of billings, reimbursements, customer/sponsor support and financial reporting.
* Identify problems, draw valid conclusions, and develop effective solutions to accounting/financial related issues
* Work independently to complete assigned tasks and meet deadlines.
* Development, review, and update of supporting process and project documentation.
* Participate in meetings involving accounting/financial issues
* Support project team in developing, implementing, and maintaining Workday project improvements.
* Conduct risk analysis, assessments, monitoring, and maintenance.

## Qualifications:

* Requires a BS or BA degree and 10+ years of relevant experience. Prefer a CPA/CMA and/or a Master’s degree.
* Knowledge of: ANL and DOE accounting procedures; GAAP and CAS; financial systems; Prime Contract and Appendices; ANL Policy and Practices Guide; and State and Federal regulations.
* analytical and reasoning ability
* verbal and written communication skills
* ability to identify and correct problems