

 **Staff Accountant**

For almost 45 years, our client has provided third-party administrative and software services for trust funds, especially those created under the Taft-Hartley Act to provide health insurance and retirement and other benefits to union labor. While it may be a niche business, it serves over 250 clients representing more than 500 trust funds and has offices in 30 locations besides its headquarters.

Our client wants to be a great service provider to the members it serves and recognizes that they can only do that if they are also a great employer with successful employees. They believe that success is driven by their employees’ successes. They strive to be a place where people want to work, feel proud of what they do and feel fulfilled both professionally and personally; creating a place where employees can find long-term growth and potential.

**Flexible schedules available with the potential for work from home opportunities after 90 days.**

**Summary:** Compile and maintain financial records in order to analyze & prepare financial reports for our clients. Position may be required to perform duties under pressure to meet tight deadlines.

**Staff Accountant Responsibilities** include but not limited to:

* Complete bank reconciliations for the benefit, administration and general/depository accounts, and prepare journal entries.
* Balance month end trust (investment) statements detailing the sales and purchases, gains and losses, interest and dividends, of securities, then prepare journal entries. Record the sales, purchases and interest earned for any Certificates of Deposits and or other investment vehicles.
* Process payroll through the Peachtree and or QuickBooks payroll module. Or prepare call-in sheets for Paychex, and record monthly activity in a journal summary for entry in Peachtree. Process direct deposits if needed.
* Pay pension, healthcare, sub funds and payroll taxes. Prepare and file quarterly and year-end tax reports. Follow up on any discrepancies related to prior tax returns. Taxes are paid weekly, monthly or quarterly, which ever applies.
* Prepare and post monthly journal summaries, adjusting entries, and run financial reports. Review general ledger and reports prior to distribution to Plan Managers.
* Prepare year-end accruals, prepare annual financial statements with footnote information if required by fund auditor. Must be able to work well with fund auditors.
* Monitor bank balances on a daily basis. Maintain day sheets or run account balances electronically. Transfer necessary monies to the benefit, administrative bank accounts, trust accounts, investments in Certificates of Deposits or other investment vehicles. Deposit account transfers are made on a daily, weekly or monthly basis, as needed or required. Process manual deposits, sent directly to bank from our office.
* Place stop payments, apply refunds, and void checks.
* Compile information for any miscellaneous financial reports requested by Plan Managers, i.e., expense, allocation, or depreciation schedules. Follow up on any questionable or unusual issues in relation to bank or financial statements.
* Regular and predictable attendance is an essential function of this job.

**Requirements**

* Bachelor’s degree in Accounting or related field
* At least 2 years of accounting experience

**Work Schedule**Full time. Monday - Friday. Flexible schedules available with the potential for work from home opportunities after 90 days!

**Competitive Benefits And Compensation Package**

* 15 days Paid Time Off (PTO) during first full calendar-year of service
* 12 paid holidays
* 3 days paid bereavement
* Up to 20 days paid jury leave
* Medical, dental, and vision insurance, with option for dependent coverage
* Company-paid basic life, short-term disability, long-term disability, and AD&D insurance
* 401k with employer match
* Tuition reimbursement program
* Career development opportunities
* Referral bonus for all successful full-time referrals
* Annual opportunities for increases and bonuses