

Staff Accountant

OVD is looking to expand our accounting expertise by adding a seasoned Staff Accountant to our team. Our Staff Accountant will handle a variety of duties including preparing and maintaining financial records, month ends, and preparing financial reports all while focusing on continuous improvement....just to name a few of the duties!

Responsibilities of this career opportunity include, but are not limited to:

- Reconciles bank accounts, verifies deposits, and addresses inquiries from banks.
- Recon of assigned general ledger accounts including Prepaids, Receivables, Fixed Assets, Accruals, Misc. payables, and equity accounts.
- Preparing schedules, analysis, and journal entries timely, meeting month-end goals
- Identify adjustments and prepare documentation in support of reconciliation.
- Prepare calculations and schedules of inter-departmental and -company cost sharing and fees.
- Prepare and review monthly financial statements, balance sheets, profit and loss and cash flow statements.
- Prepare and enter payroll related journal entries.
- Review and approve expense reimbursement and credit card reconciliation.
- Prepare reports, statements and payments for various state and regulatory filings.
- Assist with monthly commission statement reconciliation process.
- Provide backup to Accounts Payable and Accounts Receivable.
- Assist in the review of annual operating budgets and performance projections.
- Assist with ad hoc financial analysis and reporting, as requested.
- Continually assess the business value and efficiency of the work performed, making suggestions for improvements and collaborating with others in implementation.
- Maintain knowledge of and apply generally accepted accounting principles (GAAP).
- Any other duties and tasks that are required by the Agency.

Successful Candidates must possess:

- Bachelor's degree in Finance, Accounting, or Business Management.
- Minimum 2 years related experience.
- Experience with General Ledger accounting software.
- Ability to work collaboratively with others.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software and accounting software.

If you are an independent team player and possess the necessary skills to succeed...reach out today!!