



Job Description Title: Staff Accountant

Ulven Mission: *Our company's mission is to provide customers with innovative technology and solutions, provide employees with a safe and rewarding work environment, provide shareholders with a financially health organization.*

Position: Staff Accountant

Reports to: VP of Finance

Purpose: Staff Accountant within the Ulven Companies Finance department; responsible for accurate accounting, working knowledge of balance sheet accounts, support of operations, and seasoned in financial transactions occurring within Epicor ERP accounting module.

Responsibilities:

Staff Accountant is responsible general ledger accounting for multiple businesses, accurate reporting, timely resolution to accounting issues problems, and ensuring all period closes are completed accurately and timely.

- Responsible for performing the day- to-day general ledger accounting, financial reporting and analysis for assigned functional areas.
- Routine communication with Operations Managers relating to financial close, issues, and deliverables.
- Responsible for month-end, quarter-end and year-end close for assigned companies
- Research and prepare variance analysis and explanations.
- Monthly Intercompany Billings and reconciliations
- Check Runs Holding Companies, account coding for Operating Entities.
- Bank Reconciliations, Cash Postings, Banking Transactions
- Assist in preparation of all Financial Reports per close requirement packages.
- Perform Balance Sheet account reconciliations, account analysis, accrual calculations, and other related accounting documents/schedules.
- Prepare journal entries related to assigned functional responsibilities.
- Fixed Asset Management, depreciation and property tax filings
- Responsible for performing special projects to improve process efficiency and performance.
- Cross train as back-ups for other staff in the case of emergencies.
- Review and research accounting transactions, streamline processes, and ensure accuracy

Authority:

- Reconcile accounts, complete journal entries, review journal entries, publish reports
- Communicate changes to ERP system in support of process improvements, financial accuracy, or regulatory requirements
- Prepare reports and schedules in support of audit(s)
- Assist and or direct other accounting staff as needed.

Qualifications:

- Degree in Accounting Preferred with 5-6 years related experience.
- Effective Communication Skills (Written & Verbal).
- Ability to succeed in a team environment.
- Customer Service Oriented.



Job Description Title: Staff Accountant

Ulven Mission: *Our company's mission is to provide customers with innovative technology and solutions, provide employees with a safe and rewarding work environment, provide shareholders with a financially health organization.*

- Intermediate Excel
 - Understanding of accounting processes, procedure and internal controls.
 - Strong research and analysis skills.
 - Ability to adapt quickly and learn new tasks independently.
 - Excellent organization skills.
 - Ability to manage competing priorities.
 - Ability to generate bold, creative ideas to improve performance.
 - Proficient at Excel and Word.
 - Must Have Working knowledge of Epicor, MAS 200, Oracle, SAP, or equivalent ERP system.
-
- **Salary: Commensurate with experience**
 - **This is an exempt, salaried position**
 - **Offer subject to passing a drug test**
 - **Equal Opportunity Employer**