



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: Senior Accountant

Reports to: Vice President of Finance

Purpose: Senior 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:

Senior 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
- Account coding for Operating Entities
- Bank Reconciliations
- 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
- Financial analysis
- Monthly financial statement and reporting preparation
- Cashflow projection
- Annual budgeting and rolling predictions
- Other duties and projects as assigned

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



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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
 - 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.
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- **Salary: Commensurate with experience**
 - **This is an exempt, salaried position**
 - **Offer subject to passing a drug test**
 - **Equal Opportunity Employer**