



JOB DESCRIPTION

ACCOUNTANT

Reports To: Controller

Job Summary

Candidate should have experience in A/P, A/R, bank reconciliations (multiple accounts), Medicaid billing and reconciliation, month-end closing, payroll, annual audit assistance, general ledger entries, some financial statement experience and general accounting.

Schedule: Full-time position Monday through Friday.

Principal Responsibilities

- Monthly closing of the general ledger.
- Monthly reconciliation of asset and liability accounts.
- Prepare monthly internal financial statements to division managers on a timely basis.
- Complies with organization's policies and procedures, federal and state requirements, and educational/certification/registry requirements.
- Other duties as assigned.

Requirements

- Ability to perform simple accounting procedures.
- Knowledge of cash management principles and procedures.
- Basic data entry and word processing skills.
- Records maintenance skills.
- Ability to analyze and solve problems.
- Knowledge of payroll policies and procedures.
- Ability to prepare routine administrative paperwork.
- Ability to read, sort, check, count, and verify numbers.
- Knowledge of university accounting procedures involving procurement, travel, and employment.
- Account balancing skills.
- Ability to use an automated accounting system.
- Ability to prepare financial reports.
- Knowledge of university invoicing procedures.
- Knowledge of accounts payable procedures and practices.

Minimum Educational /Licensure Requirements

- Minimum of two years' experience preferred.
- Associate's Degree required in Accounting or Finance, Bachelor's Degree preferred.

Additional Requirements

- Good verbal and written communication skills.
- Ability to perform work required with minimal supervision.
- Experienced in use of personal computers, Microsoft Excel, and Microsoft Word.
- Valid Ohio Driver License; Must be able to meet agency requirements for a criminal background check (Ohio Bureau of Criminal Identification & Investigation).

Physical Demands

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls. The employee is frequently required to sit or stand for long periods of time and walk distances, as well as stoop, bend, kneel and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weaver Industries offers a competitive salary and comprehensive benefits package.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.

Weaver Industries, Inc. is a 501(c)3 non-profit organization that provides vocational training and employment opportunities to individuals with disabilities through the operation of several distinct business divisions, including Weaver EarthCare, Weaver ProPak, Weaver SecurShred and Weaver TruClean. **Weaver Industries, Inc. is an Equal Opportunity Employer.**