

► Career Opportunity

Accountant

Toledo, OH or Nashville, TN

Findley Davies | BPS&M is an independent benefits and human resources consulting firm that serves as a trusted business partner to our more than 1,800 clients nationwide. With offices in Cleveland, Columbus, and Toledo, OH; Nashville, TN, Chicago, IL, and Louisville, KY our over 200 consultants and administrators provide strategic counsel to help navigate the changing benefits landscape, successfully manage workforce issues and align their human resources strategy with their organizational objectives.

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Job Responsibilities:

- Assist in monthly accounting activities including bank account reconciliations, expense account reconciliations and variance analysis, and journal entries
- Assist in the coordination and completion of annual audits, reviewing financial reports and support as necessary
- Assist in financial reporting including income statement variances, as well as budget and forecast preparation and analysis
- Aide in improving system procedures and efficiencies
- Manage Agency accounting, reporting, and licensures
- Perform payroll entry, payroll updates, data review, and reporting
- Contribute to other accounting team needs within A/R and A/P, as needed
- Other duties as assigned

Education and Experience:

- Bachelor's degree in accounting
- 2+ years' experience in accounting (professional service experience a plus)
- Strong attention to detail and communication skills
- Knowledge of Aderant Expert preferred
- Experience with payroll would be an advantage

To Apply

Submit your résumé and cover letter by email to: resumes@findleydavies.com or online at www.findleydavies.com.

