



**STAFF ACCOUNTANT: BLOOMINGTON, MN
FULL TIME, EXEMPT**

Essential duties and responsibilities include the following:

- Code invoices, expense reports, check requests, etc., with correct accounts conforming to standard procedures to ensure proper entry into the financial system.
- Handle all vendor correspondence via phone or email.
- Assist with scanning and requesting approval of company invoices.
- Investigate and resolve problems associated with processing of invoices.
- Prepare batch check runs, wire transfers, and ACH transactions.
- Assist with monthly status reports, and monthly closings.
- Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Process remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures.
- Receive, research and resolve routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- File, maintain, and distribute accounting documents, records and reports.
- Responsible for accurate and timely deposit of all funds issued to the Company. This includes all Administration Fees, Claims Allowance Fees, Postage Reimbursements, Office Supplies Reimbursements and other reimbursements owed to the Company.
- Validate payments with invoices and maintain administration agreements.
- Process and reconcile monthly corporate credit cards.
- Assist with other various assignments and projects as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

1. Dependable, with strong work ethic and detail-oriented focus.
2. Possess excellent oral and written communication skills.
3. Ability to research, audit and analyze various types of data/information.
4. Take initiative to request and handle additional projects, duties and responsibilities.
5. Must have the ability to make recommendations by using judgment that is consistent with company standards, practices, policies and procedures, as well as federal and state regulations and laws.
6. Ability to analyze processes for efficiency and make process improvements when necessary.
7. Ability to organize, prioritize work and manage multiple responsibilities and tasks.
8. Excellent interpersonal/communication skills.
9. Ability to deal with difficult personalities.
10. Ability to work under time constraints and meet deadlines.
11. Display problem solving skills.
12. Adaptable and flexible as priorities often shift throughout the day.

13. Strong sense of professional ethics, discretion and confidentiality.

To perform the job successfully, an individual should have the following qualifications:

1. Bachelor's degree is desired.
2. Three years of Accounting or equivalent experience.
3. Advance working knowledge of Microsoft Office products.
4. Access database experience is preferred.
5. Account Edge and/or QuickBooks experience is preferred.