

Wilson-McShane Corporation

Bookkeeping Supervisor

Wilson-McShane Corporation, a third party administrator for Taft-Hartley Benefit Funds, is seeking a full-time Bookkeeping Supervisor in our Kansas City offices.

Duties:

- Manage the day to day operations of the Kansas City Bookkeeping departments in conjunction with the Bookkeeping Supervisor.
- Train and provide feedback for offices' Bookkeeping staff on software (Sage and Account Edge), policies and procedures.
- Document, update, and revise bookkeeping departments' policies and procedures.
- Track attendance, time-off requests, and approve timesheets.
- Maintain effective communication and working relationships with management and staff as well as clients, government agencies, unions, participants, attorneys, vendors and consultants.
- Review funds' financial statements monthly for accuracy including bank account reconciliations, investment activity, contribution postings, and any other reporting included in the monthly activity.
- Audit preparation review to ensure all necessary documentation is provided.
- Online banking administration, including working with various banks to ensure proper services are enabled, accurate fees, signatory changes, etc.
- Approve/verify investment transfers.
- Implement Fund directed banking changes and accounting system setup.
- Serve as a backup for bookkeepers and escalated issues arise.
- Attend meetings and communicate Fund changes to the appropriate staff.
- Other duties as assigned.

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

- Professionalism- Approaches others in a tactful and respectful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player. Works well with all levels of the organization.
- Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work; Organized.
- Quantity- Strives to increase productivity.
- Dependability- Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties.
- Communication- Speaks clearly; Listens well and asks for clarification when appropriate; Responds well to questions; writes clearly and informatively; to read and interpret written information.

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

- Experience: A minimum of a two year Accounting Degree and/or 3-5 year's related experience
- Computer Skills: Proficiency with all aspects of Microsoft Office. Quick learner of other computer applications.
- Limited travel may be required for training opportunities