



<https://watchcomm.net/job/corporate-accountant/>

Corporate Accountant

Description

GENERAL JOB OVERVIEW

The Corporate Accountant is responsible for supporting the accounting department, as well as, working towards continued education with regulatory compliance. This role will be responsible for providing accurate monthly general accounting services, including; validating and ensuring accurate and proper classification and recording of detailed transactions and journal entries, completing account reconciliations and various other ad hoc reporting, and ensuring accuracy of the information being shared on financial statements and management reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop a deep understanding of the company and business processes
- Assist or lead month-end close processes with guidance from the Controller / Accounting Manager
- Prepare standard and specialized financial reports (e.g., balance sheets, income statements, monthly closing reports) according to Generally Accepted Accounting Principles (GAAP)
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures
- Responsible for the accurate and proper recording of detailed transactions / journal entries, completing account reconciliations and other month, quarter, and year-end activities
- Interact with external auditors and tax accountants to assist with a timely financial statement audit and corporate tax return
- Assist management with monthly general ledger for financial statements
- Assist with monthly recurring journal entries and audit prep spreadsheets
- Maintain compliance book, forms, and spreadsheets
- Support regulatory compliance reporting
- Prepare calculations for independent auditors
- Assist with various duties as required

Competencies

- Proficient with Microsoft Word, Excel, and Outlook
- Effective written and oral communication skills

REQUIRED EXPERIENCE AND EDUCATION

- Prior work experience in accounting, at least 3 years
- Associates or bachelor's degree preferred

Hiring organization

Watch Communications

Employment Type

Full-time

Job Location

Lima, Ohio

Date posted

September 9, 2021

WORK ENVIRONMENT

- Office

PHYSICAL DEMANDS

- Lifting up to 10 pounds
- Sitting for long periods of time

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties/responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

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