



POSITION DESCRIPTION

TITLE: Accountant
BUSINESS UNIT: Administration / Accounting
CLASSIFICATION: Fulltime, Non-Exempt
REPORTS TO: Controller

SUMMARY:

Administrative accounting and bookkeeping work primarily involved in generation and maintenance of accurate records for financial statement preparation. Primary responsibility for all loan funding responsibilities.

REQUIRED QUALIFICATIONS:

Education: 2-4 year degree in accounting or business-related field or equivalent combination of education and experience.

Experience: Entry level 1-2 years; Intermediate level 2-3 years; Sr Level 5+ years

ESSENTIAL RESPONSIBILITIES & DUTIES:

Entry Level

- Journal entries for multiple companies including inter-company.
- Bank and general ledger account reconciliations for multiple companies.
- Remote/Cash Deposits.
- Remit HLE, Broker and Interest fees to affiliates.
- Initiating Wires and ACH's
- Accounts Receivable – processing and mailing invoices.
- General Clerical ie copying, scanning, mailing.
- Perform daily accounting functions for The Servion Group and assigned subsidiaries.
- Verify all receivables and maintain necessary reporting and information.
- Cooperate with auditors, as necessary.
- Collect and submit information regularly for reporting.
- Prepare required reports as necessary.

Intermediate Level (all above plus)

- Demonstrated knowledge of each business unit within the corporation and the different types of accounting requirements for each.
- Able to perform entire loan funding process. Serve as primary or secondary back-up.
- Able to analyze and comment on variances on financial statements.

Senior Level (all above plus)

- 401k submissions.
- Some admin duties within ERP ie opening/closing periods.
- Use tax submissions.
- Submitting unclaimed property to applicable states.
- 1099 annual filing.
- Assist Controller with annual budgeting processes as needed.

OTHER DUTIES, KNOWLEDGE, SKILLS, ABILITIES:

Required:

- Proficient in Word, Excel and Outlook.
- Must be able to work in a fast-paced environment with significant multitasking.
- Maintain current knowledge of, and adhere to, corporate and accounting procedures, guidelines and standards.
- Ability to comprehend, analyze and interpret financial journals, reports, and related legal documents or instructions
- Quickly and accurately work with many details, and add, subtract, multiply, divide and calculate percentages.
- Ability to resolve questions and problems with supervisor, manage personal work flow and meet deadlines. Ability to remain composed and make appropriate decisions under stressful conditions, which may involve dealing with a range of responsibilities, large sums of money and timetables.

Preferred:

- Knowledge of Mortgage Industry.
- Familiarity with Intacct accounting software.

General:

- Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours) to communicate with employees, customers, managers and any other person or organization with whom interaction is required to accomplish work and company goals.
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization, customers, vendors and/or any other representatives of external organizations.
- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification if necessary.
- Must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Actively participate in quarterly performance meetings; meet or exceed all performance metrics.
- Maintain confidentiality.
- Follows company policies and procedures.
- Perform other duties as required.

This position description should not be construed to imply that any of the duties, responsibilities, or requirements outlined herein is exclusive. Employees are expected to execute any other additional assignments that may be specified. Furthermore, this position description does not represent a complete list of all the performance expectations and characteristics of individuals required to perform a job accurately. The company's management reserves the right to change this description from time to time as may be required.

This is a fulltime position with benefits. If interested in this position, please submit a cover letter and resume to jobs@myservion.com.