



Staff Accountant

Element Payment Services is a leading technology company that offers PCI DSS compliant processing solutions to software providers and merchants. Our success is a result of our team members who share a passion for service and a commitment to excellence.

Part of our business is to deliver exceptional service to our clients. We're looking for a great Staff Accountant to join our company. We're a great company with a lot to offer a hard working, motivated individual.

Responsibilities:

- Responsible for providing accounting services for the corporation and maintaining its financial records in compliance with all federal, state, local
- Daily and weekly balancing of cash
- Reviewing all expense reports for accuracy and proper expense disclosure and classification.
- Coordinating approval process of all accounts payable invoices via department heads
- Coordinating and inputting payables into Great Plains
- batch summary report balancing
- Payroll processing- maintaining payroll taxes, deductions, unemployment with payroll company
- Running all required month-end reports and files according to document retention guidelines
- Preparing month-end payroll journal entries
- Monthly accrual entries
- Preparing month end income statement for approval
- Vendor costing, product costing, portfolio pricing
- Performing monthly bank reconciliation for depository account. Deposit check deposits weekly
- Preparing month-end balance sheet review and reconciling any differences with Controller and/or CFO
- Maintain all general ledger accounts on a regular basis
Working closely with AR Coordinator to assure the accuracy of billing and all corresponding journal entries
- Interact with external customers and vendors as well as internal departments and all levels of management

Skills/Requirements

- Great Plains Accounting Software
- Written Communication Skills
- Math Aptitude
- Accrual Accounting
- Adjusting Entries
- Accounts Payable and Receivables
- Bank Reconciliation
- Fixed Assets
- General Ledger
- Payroll
- Strong interpersonal skills and professionalism
- Ability to manage and prioritize own workload as needed.
- Must have ability to work under pressure, meet deadlines and manage multiple projects.
- Ability to work well as a team member.
- Experience with Windows-based applications, especially Microsoft Office Excel.

Education and Training:

- Bachelors Degree. Prior accounting experience required