



MRC Industries, Inc. Job Posting

JOB TITLE: Accounting Assistant II

REPORTS TO: Chief Financial Officer

POSTING DATE: September 5, 2014

JOB FUNCTIONS: Coordinates daily operations of the Finance Department. Compiles monthly financial statements and reports. Prepares and maintains spreadsheets and monitors billing and payments for KCMHSAS and other agencies. Prepares accounts receivable invoices for in-house contract work and Pathways Community Employment work crews.

ESSENTIAL DUTIES:

- Compile information for financial statements by preparing and entering all monthly journal entries, ensuring accounting procedures and finance operations are completed appropriately.
- Generate and reviews Trial Balance for accuracy and reasonableness.
- Serve as backup to the CFO for financial statement preparation, financial statement/budget questions, bank and credit card transaction online review, etc.
- Maintain accounting software database changes, including but not limited to modifications of fund, account, department numbers, accounting period maintenance, etc.
- Maintain other Finance Department software, such as EZClaims.
- Coordinate daily operations of the Finance Department, including training new and current staff on current procedures.
- Assist CFO with implementation of Finance department procedure changes.
- Prepare spreadsheet to monitor billing for all KCMHSAS programs.
- Record and reconcile payments for all KCMHSAS programs.
- Prepare and monitor billings and payments to out-of-county agencies.
- Prepare and submit KCMHSAS billings for Pathways and BridgeWays.
- Problem solve on a monthly basis, working with both KCMHSAS and MRC personnel in regard to pending claims and payment differences for Pathways and BridgeWays claims.
- Prepare accounts receivable invoices for mailing, assembly, corrugated and Pathways Community Employment work crews.
- Prepare all bank and various other general ledger account reconciliations.
- Prepare various reports including, but not limited to aged payables, and work crew and in house variance reports.
- Prepare account analysis for budget and/or audit purposes.
- Coordinate the annual and other financial audits.
- Complete all other duties as assigned by the CFO or CEO.

KNOWLEDGE, SKILLS, and ABILITIES:

- An Associates' Degree in accounting, business or related field and 5 years related experience or a Bachelor's degree and 3 years related experience OR an equivalent combination of education and experience.
- Prior experience working with an automated accounting system required.
- Prior experience working with financial statements required.
- Ability to enter data on computer operated systems at acceptable levels and speed.
- Interpersonal communication skills sufficient to:
 - a) Interact with preparers of original documents and bring errors and problems to their attention in a positive manner.
 - b) Communicate and interact positively with client populations.
- Organizational skills sufficient to:

- a) Perform accounting duties and maintain related documentation
 - b) Keep track of data that comes in at irregular Intervals.
 - c) Maintain several record-keeping systems including monitoring authorizations and financial information
- Ability to understand and apply complex regulations.
 - Must have analytical skills sufficient to note errors and exceptions and judgment to handle accordingly.
 - Must have mathematical skills sufficient to perform all finance-related calculations.
 - Criminal record, driving, and recipient rights screening required.
 - Valid Michigan driver's license, good driving record and the availability of licensed, insured vehicle for use on the job required.
 - Must be proficient in Microsoft Windows, Word and Excel

PHYSICAL REQUIREMENTS:

- Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.
- Physical ability to work sitting for prolonged periods of time
- Physical ability to work in front of and view a computer terminal for prolonged periods of time
- May occasionally require lifting up to 15 pounds
- Must be able to work a regular full-time work schedule

WORK CONDITIONS:

- Office environment with noise from computers, copiers, telephones and staff and client interactions.

HOURS: Full-time (40 hours/week) Monday-Friday

PAY RANGE: \$13.00 - \$19.50 per hour

TO APPLY: **Apply online via our employment opportunities page at www.mrcindustries.org**

DEADLINE TO APPLY: Friday, September 19, 2014 at 5:00pm