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**Position Title:** Accountant & Office Administrator

**Department:** Finance

**Division:** Administration

**Reports To:** Director, Finance

**FLSA Status:** Non-Exempt

**Job Summary:** The Accountant & Office Administrator is responsible for processing and handling various tasks for the daily operations and support of the finance department. Areas of focus are general accounting and bookkeeping including month-end close, accounts payable, accounts receivable, payroll/timekeeping support, office administration, scanning/filing, and other administrative duties as assigned.

**Essential Functions:**

- Creates accurate and timely financial records for the organization. Records financial transactions into proper accounts, reviews and reconciles accounts, performs routine financial calculations and general ledger duties, processes journal entries, completes month-end close process, and generates regular reports.
- Completes disbursement and accounts payable related tasks. Includes generating purchase orders, opening mail, matching up invoices received, and recording entries. Runs reports weekly, prepares checks, and makes payments on approved invoices, check requests, and expense reports. Initiates process for wire transfer payments, reconciles company issued debit card purchases and records receipts. Scans invoices and check stubs according to document retention guidelines. Corresponds with vendors and personnel in a courteous manner as needed.
- Handles accounts receivable and billing process. Receives checks for goods and services paid to the organization, matches check/credit card/wire payments to invoices, records payments, and scans and files documentation. Generates all invoices on behalf of the organization.
- Processes payroll tasks accurately and in a timely manner. Includes review of work hours by all personnel, correspondence with management for approvals, transfer of hours into payroll software, data integrity review, and generating and scanning reports for the Director of Finance.
- Reviews bank statements for accuracy and resolves discrepancies. Delivers to the Director of Finance to complete the monthly reconciliation.
- Assists with annual tax filing requirements. Often takes the lead on organizing and providing financial data to outside accounting firm to prepare annual business tax filings, including 1099 issuance.

- Functions as the Office Administrator for the Rochester office. Includes management of facilities maintenance and repairs, ordering office/shipping/breakroom supplies, soliciting outside companies to provide services such as janitorial or repairs, handling visitor and office hospitality including greetings, travel if applicable, arranging for food and supplies, and assisting with event or meeting planning.
- Scans and files all documentation according to retention guidelines.
- Works on various special projects as assigned by the Director of Finance.
- Other duties as assigned. Responsibilities and duties may change at any time due to the needs of the organization with or without notice.

**Education & Experience:**

Bachelor's degree from a four-year college or university in business, finance, accounting or a related field, or a combination of an Associate's degree and 3-5 years of accounting and bookkeeping experience required.

**Competencies & Skills:**

- Advanced proficiency in Excel, and working knowledge of other Microsoft products
- Strong proficiency in accounting software such as QuickBooks
- Advanced and working knowledge of accounting, to include P&L, balance sheet, debits, credits, and other general accounting terminology and processes
- Working knowledge in payroll software, and other internet-based software preferred
- Analytical thought and problem-solving skills
- Ethical conduct, integrity, and trust
- Technical capacity
- Detail oriented and quality focused
- Communication proficiency, both written and verbal
- Independent drive for results
- Adaptability through periods of change and growth
- Ability to multitask based on prioritization and time sensitivity
- Customer/client focus