



**Job Title:** Accounting Services Associate

**Department:** Accounting Services

**Reports to:** Supervisor or Manager

**Level:** Non-Exempt

**Location:** Jeffersonville or Louisville

**Last updated:** 2019

### **Summary of Responsibilities:**

- To be accountable for clients with regularly scheduled deadlines
- To assist on clients with regularly scheduled payroll and accounts payable
- To interface with clients directly on accounts payable/accounts receivable/cash management issues
- To acquire intermediate level skill on accounting software(s)
- To assist with special projects as needed
- Coordinate with the Director of Operations, Accounting Services Manager and/or Supervisor regarding any client service issues, as appropriate
- Maintain workload that provides an average of 80% productivity (depends on position & level)

### **Essential Functions:**

- Process daily deposits, as assigned
- Process accounts payable according to scheduled due dates
- Research accounts payable and receivable issues as needed
- Process payroll for assigned payroll clients according to scheduled due dates
- Prepare monthly payroll tax deposits, as necessary
- Prepare payroll tax returns on a quarterly basis
- Prepare bank reconciliations monthly, as assigned
- Perform monthly DOR audits, as assigned
- Maintain cash management schedules for clients, as assigned
- Prepare and post monthly journal entries, as necessary as it related to banking transactions
- Prepare monthly/quarterly/annual sales tax returns, as assigned
- Maintain open communication with the MCM team with confidence by addressing client issues openly, honestly and promptly
- Other duties as assigned

### **Education, Experience, and Skills:**

- High School diploma required. Completion of accounting courses preferred.
- Experience with accounting software (e.g. Quickbooks, Peachtree, etc.)
- Proficient with Microsoft Word and Excel

**Kentucky**

**Indiana**

**Ohio**



**Expectations:**

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.

**Working Conditions:**

- Minimal hazards. General office working conditions.
- Occasional heavy lifting.
- Periodic evening and/or weekend work.

By signing below I acknowledge I have read and reviewed this job description and understand my job responsibilities:

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Employee Signature and Date

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

EOE