

Accountant Level I

Assists in maintaining financial records and ensuring that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Compiles financial data to aid more senior accountants in the preparation of balance sheets, profit and loss statements and other financial reports. May assist in analyzing current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.

About Terryberry

We are Terryberry, the recognition and engagement company that ignites employee success. While we have been in the business of employee recognition for +100 years, we are entering one of the most exciting times of our history as we transition to an employee engagement SaaS led organization. We are headquartered in Grand Rapids, MI; with locations throughout North American and the UK. Are you interested in joining a dynamic growth company which has a real purpose?

Email your resume to careers@terryberry.com

Responsibilities

- Represent the accounting function and thought process as the lead on site accountant.
- Oversight of transactional activities such as accounts payable, accounts receivable, and cash application. Provide support and training for transactional employee(s) and execute those functions as workload demands.
- Allocate prepaid expenses and post accrued expenses.
- Prepare various reconciliations including bank, credit card, accrual, and intercompany reconciliations.
- Support month-end close process with the objective of being able to fully execute the close with training/experience.
- Prepare key financial and operational reports by collecting, formatting, analyzing, and explaining data with the objective of creating actionable insights and information.
- Assist other members of the accounting team as needed.

Skills and Experience

- Accounting or finance bachelor's degree required.
- Minimum 2 years of experience.
- Service oriented and enjoys working in a team setting but also capable of working independently with minimal supervision.
- Intermediate level computer skills, usually involving use of accounting software and spreadsheets to enter, compile or extract data. Concur and Syspro experience a plus.
- Ability to multi-task, prioritize and manage time effectively.
- Solid problem-solving skills.
- High degree of attention to detail and organizational skills.
- Fluent in French a plus.
- Team oriented and positive attitude!