



**Staff Accountant**  
Full Time Position

**Job Summary:**

This position supports the Controller in carrying out the responsibilities of the Finance Department by handling many of the daily accounting functions associated with OWL, its subsidiaries, and its related entities.

**Supervisor:**

Controller

**Job Requirements:**

Minimum educational requirements: Associates Degree in accounting (or related field) or commensurate experience acceptable, Bachelor's Degree recommended and preferred

Minimum skills required: General bookkeeping and accounting knowledge, highly capable using Microsoft office products (particularly Microsoft Excel), detail oriented, the ability to work in a team, good communication skills, and the ability to problem solve.

**Essential Duties:**

- Responsible for maintaining and balancing assigned General Ledger accounts
- Process Weekly & Bi-Monthly Payrolls
- Petty Cash Disbursement and Reconciliation
- Payroll related tracking and daily reconciling
- Assist in month and year end accounting cycle procedures and Audit prep
- Assist with Payroll and Expense Accruals as assigned
- Prepare and submit payments for assigned items
- Help monitoring the GL posting accuracy of A/P, A/R and Payroll
- Preparation and monitoring of Medicaid Waiver program billing
- Monitor Accounts Receivable
- Prepare monthly management documents
- Aid in preparation of applicable tax returns
- Bank Reconciliations for all OWL and related companies accounts
- Grant reporting as needed
- Aid in development, implementation and deployment of accounting system changes and improvements
- Bookkeeping and daily activities for Paddock Development Group activities
- Bookkeeping and daily activities for the OWL Foundation activities
- Various other related functions as assigned

Last reviewed: 8/17/2021 by Leslie Cain, Controller