

Job Description

Job Title: Accountant
Reports To: Manager - Accounting Operations
Department: Accounting Operations
Division: Finance

Pay Range: 5
FLSA Status: Exempt

SUMMARY: This position is responsible for general accounting duties related to processing, payment and reconciliation of OPERS payments, including member, retiree, vendor, and tax obligations. This position is also responsible for posting journal entries and performing account reconciliations to the OPERS' general ledger system, and for performing account analysis and researching financial related topics upon assignment.

ESSENTIAL FUNCTIONS:

1. Completes and reviews data accumulations and journal entries ensuring accuracy and completeness. Monitors the status of journal entry preparation and advises management of process issues. Works with IT on issue resolution.
2. Performs account reconciliations and reconciles financial system data with other system balances.
3. Investigates and resolves variances identified in account reconciliations. Works collaboratively with cross-functional teams, including Benefits, Health Care, Information Technology, and third-parties, to identify and implement resolutions. Researches and resolves all anomalies and discrepancies.
4. Validates and processes payments and receipts, which could relate to member, pension, health care, employee and vendor activity, and federal and state taxes.
5. Prepares daily cash balance reports and calculates daily cash flow requirements. Prepares correspondence authorizing transfer of appropriate funds between the DDA and Trust accounts, and between OPERS and other external parties for incoming and outgoing payments.
6. Serves as OPERS point of contact with various external vendors regarding shared data and reconciling differences with OPERS records. Coordinates research and communicates findings.
7. Documents and maintains processes and procedures for the team.
8. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

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|------------------------------|---|
| • High school diploma or GED | • <input checked="" type="checkbox"/> Required |
| • Bachelor's degree | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |

Direct relevant experience can be substituted for education (if applicable)

Qualifications

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| • Ability to communicate concepts and accounting terminology to others | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Ability to apply advanced mathematical and accounting concepts | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Strong analytical and problem-solving skills | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Ability to work independently | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
| • Strong attention to detail | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |

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| • Strong customer service skills | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
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Experience

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| • Basic to Intermediate level knowledge of MS Office Suite: MS Word; MS Excel; MS Outlook | • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred |
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Certifications/Licenses

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|------------------------------|--|
| • No certifications/licenses | • <input type="checkbox"/> Required <input type="checkbox"/> Preferred |
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Physical Requirements* (if applicable)

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| • Select Physical Requirement |
| • Other: |

*Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR

DISCLAIMER: The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.

