

Job Description

Job Title: Financial Accountant
Reports To: Manager-Financial Reporting
Department: Financial Reporting
Division: Finance

Number of Openings: 1
Target Salary Range: \$23.10 - \$28.76 / hourly or \$48,048.00 - \$59,820.80 / annually
FLSA Status: Exempt
Accepting Applications Internally: Yes
Accepting Applications Externally: Yes

SUMMARY: This position is responsible for preparation and analysis of financial data to perform monthly journal entries and reconciliations of General Ledger accounts. Additionally, this position will assist with the preparation and analysis of reports containing financial information, both for internal and external purposes. This position is also responsible for performing account analysis, and researching technical financial related topics as assigned.

ESSENTIAL FUNCTIONS:

1. Prepares monthly and annual journal entries related to various areas within the department.
 2. Performs account reconciliations and reconciles financial system data with other system balances.
 3. Prepares accrual entries and monitors the status of vendor activity related to significant budget line items.
 4. Assists in the preparation of monthly financial statements and special reports.
 5. Assists in the preparation of the Popular Annual Financial Report (PAFR) and Annual Comprehensive Financial Report (ACFR), related schedules and footnote disclosures.
 6. Assists in the preparation of the annual CEM reports (pension system benchmarking service), ensuring that analyses are consisted with data included in the financial statements.
 7. Assists with the implementation of new policies and procedures as required by new GASB legislation and/or Board approval of plan changes.
 8. Assists external auditors by pulling supporting documentation during financial statement audit.
 9. Works closely with the broader team to complete annual Ohio Ethics Reporting.
 10. Supports the Financial Reporting team as needed with preparation of reports for internal and external reporting purposes.
 11. Performs other duties as assigned.
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KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

Ohio Public Employees Retirement System

• High school diploma or GED	• <input checked="" type="checkbox"/> Required
• Bachelor's degree in Accounting or Finance	• <input checked="" type="checkbox"/> Required

Qualifications

• Ability to apply advanced mathematical and accounting concepts	• <input checked="" type="checkbox"/> Required
• Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form	• <input checked="" type="checkbox"/> Required

• Strong written and verbal communication skills	• <input checked="" type="checkbox"/> Required
• Strong analytical skills	• <input checked="" type="checkbox"/> Required
• Strong problem-solving skills	• <input checked="" type="checkbox"/> Required

Experience

• Intermediate knowledge and experience with MS Excel	• <input checked="" type="checkbox"/> Required
• Experience in public sector environment	• <input checked="" type="checkbox"/> Preferred
• Demonstrated experience with Great Plains software system	• <input checked="" type="checkbox"/> Preferred

Certifications/Licenses

• Certifications/licenses	• <input checked="" type="checkbox"/> None
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Physical Requirements* (if applicable)

*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. The Ohio Public Employees Retirement System (OPERS) is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit, and business need. Postings are typically available for five business days. OPERS retains the right to change, update, close and/or otherwise modify this job posting at its discretion for any reason and at any time.

