

Accounting Professional



Job Code
ACT-005

Job Department
Accounting

Job Location
Saint Joseph

Reports To
Controller

FLSA Status
Exempt

Position Summary

The Accounting Professional Prepares, analyzes, and reviews financial information using accounting principles. Keeps records of account entries by compiling and analyzing accounting activities. Areas of focus for the position include medical plans, vehicle fleet administration, capital assets and miscellaneous accounting responsibilities. Prepares reports for executive decisions in key areas as well as coordinating accounting matters with other departments.

Essential Functions

Analysis of key areas of medical plan, including funding analysis and year end closing entries

Administration and accounting of leased corporate vehicle fleet

Capital asset administration and accounting functions

Reconciliation and follow through on multiple key GL accounts

Innovative use of data bases in carrying out essential functions

Supervisory Responsibility

No

Education

Preferred/Required	Education Level	Description
Required	4 Year / Bachelors Degree	Accounting or Finance

Experience

Minimum Years of Experience	Description
4	Accounting

Licenses & Certifications

Preferred/Required	Certification Type	Description
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Qualifications

Qualifications

Experience in using data bases in leveraging Excel, Pivot Tables. SAGE fixed asset application is preferred, as well as experience with Power BI.

Proficient in the use of Word, Power Point and communication through Microsoft Outlook or Teams

Must be able to handle multiple projects simultaneously.

Ability to effectively present information, respond to questions from both internal / external customers of varied organization levels and challenge concerns.

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Customer 1st Attitude
Concern for Safety
Integrity & Ethics

Pursuit of Excellence/Lifelong Learning
Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Accounting and Reporting

Analytical Thinking

Attention to Detail

Information Management

Regulations, Policies, Procedures, and Standards

Equipment Used

Equipment

If Other, Please Specify

Computer

Copier

Phone

Printer

Working Environment

Work is performed in an office setting with a controlled environment.

Travel

Travel Type

Frequency

Same Day

Minimal- Up To 5%

Local

Minimal- Up To 5%

Overnight

Minimal- Up To 5%

District	Minimal- Up To 5%
Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%
Worldwide	Minimal- Up To 5%

Physical Demands

The physical job demands include maximum occasional lift of 5 lbs. from floor to 33 inches; maximum occasional carry of 5 lbs. for 200 ft; maximum occasional horizontal push/pull force of 5 lbs.; frequent forward reach of 30 inches; occasional lateral reach of 12 inches; occasional reach overhead of 75 inches; occasional bend; constant neck flexion; constant fine motor coordination; constant sitting; occasional standing; and occasional walking. PDC Level: SEDENTARY

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.