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## Job Description

**Title:** Financial Reporting Accountant

**Date:** 5/26/2020

**Classification (FLSA):** exempt

**Position type:** Full time - Overtime expected, minimal if any

**Reports to:** Controller

### **Summary / Objective:**

OP is looking for a talented individual to join our Finance and Accounting team. This position will be responsible for the financial reporting activities for corporate and its wholly -owned subsidiary. In addition, this position will be responsible for participating in the financial close, maintenance of the General Ledger (G/L), journal entries, consolidations and other various duties in support of the Controller Function. In addition, this individual will be responsible for owning the month end close and financial analysis process of the subsidiary.

We're looking for strong experience with Excel, excellent communication skills, and exposure to financial reporting modeling concepts like data mapping, rolling forward financial statements and creating other reporting metrics such as actuals vs. budget and PY and variance analysis. In this role, you will also actively partner with Sales, Marketing, Revenue Cycle Management (RCM), and Operations to provide financial reports and analysis that will allow OP to manage and optimize the business. This position will have tight deadlines and a multitude of financial and accounting activities. Must be detail oriented, a self -starter with the ability to influence decisions through financial analysis and work across departments to deliver on scope of service. This role is highly visible within OP, with significant room for growth.

### **Essential Functions / Tasks / Duties / Responsibilities:**

1. Meet performance expectations for the financial close process.
2. Oversee financial policies and procedures pertaining to business processes and internal controls to ensure that the company's assets are safeguarded.
3. Support the provision of technical accounting advice and services to other staff with problems, complex issues or special projects.
4. Assist in the preparation of the consolidated monthly Board Financial Reporting Package.
5. Maintain bookings, billing and revenue data and partner with Sales on analyzing data and reporting for both Corporate and Sub.

6. Actively monitor internal expense levers and third-party costs required to maintain profitability and achieve budgeted profit targets for both Corporate and Sub.
7. Input and maintain all personnel changes to budget/financial reports to properly capture personnel costs for both Corporate and Sub.
8. Assist in financial audits.
9. Performs other duties and projects as assigned by management to support the company or Accounting department.

**Competencies** (knowledge, skills and abilities necessary to perform the job)

1. Outstanding analytical, problem-solving, organization and multitasking skills. Must be a logical thinker - able to be presented a problem and create a template to find solutions
2. Strong Accounting Skills, knowledge of the SaaS model and revenue recognition a plus
3. Advanced Excel skills - you must be comfortable working with and manipulating large amounts of excel data, knowledge of pivot tables, charting, and formulas used for data gathering (sumifs/index match, vlookups, etc.)
4. Familiarity with Accounting Systems - Salesforce.com, SaaSOptics, and/or Quickbooks is a plus
5. Demonstrated ability to complete assignments within tight time constraints
6. Highly organized, excellent oral and written communications skills
7. Analytical and creative minded when it comes to interpreting data and trends
8. Self-starter and able to work in fast-paced environment

OP Core Competencies for all roles	Definition
Communication	Refers to the ability to inform orally and in writing, with clarity and good effect. To understand clearly and quickly when instructions are received. Judgment about what info is important and what is not; what should be communicated; how, to whom and when.
Continuous Learning	Actively investigates new perspectives and opportunities to learn; pursues training and development opportunities.
Focus on the Customer	Acts with customers (both internal and external) in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.
Ethics	Demonstrates professionalism, integrity, ethical behavior and commitment to the values of the organization. Does the right thing even when no one is watching. Lives our core values: Focus on the customer, take initiative, collaborate and be supportive.
Innovation	Applies original thinking to improve products, processes and services.

Take Initiative	Identifies opportunities and issues, proactively acts and follows through on work activities to resolve or capitalize on them.
Interpersonal Skills	Able to operate within the work environment through social communication and interactions. How well people relate to one another and involves using skills such as active listening, tone of voice and cooperation.
Collaborate and Be Supportive	Works with and helps others to accomplish goals. Is a team player. Respects the ideas of others.
Technical Skills	Maintains level of technical competence, skills and abilities in your field of expertise.
Work Quality	Able to achieve desired outcomes with a minimum of avoidable errors and problems.

**Education / Professional Certifications or Licenses Required:**

Bachelor's degree in accounting or finance

**Experience Requirements:**

1. Over 2 years' experience in financial reporting, G/L closes and/or consolidations.
2. SaaS or Software Technology experience preferred
3. External or Internal Audit experience experience a plus
4. SaasOptics, Quickbooks and/or Salesforce experience a plus
5. CPA with accounting firm experience a plus.

**Supervisory responsibilities :**The Financial Reporting Accountant has no direct supervisory responsibilities, but does serve as a coach and mentor for those in the accounting/finance department.

**Work Environment / Physical demands/ Travel Requirements** (include working conditions while performing the job / ex: computer, telephone, office, lifting requirements,etc):

- This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets
- This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

- This job will require minimal travel to the subsidiary in Michigan, at most once/quarter

**Equal employment Opportunity Statement:**

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, ancestry, pregnancy, childbirth and related medical conditions, national origin, non-job related handicap or disability, or the use of a guide or support animal, creed, religion, sex, sexual orientation, national origin, age [18 and over] - [40 or over], physical or mental disability, predisposing genetic characteristics, military status, marital status, protected action, concerted activity, or any other protected class under federal, state or local law.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management.

**Americans with Disabilities Act Statement:**

Our company is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

**Other Duties Statement:**

This job description is not designed to cover or contain a comprehensive listing of all possible activities, duties or responsibilities that are required of the person in this position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.