



JOB TITLE: STAFF ACCOUNTANT

LOCATION: REMOTE

ABOUT WORKWELL:

Inspired by the power of people who care, WorkWell Prevention & Care works together with clients to prevent and treat sprains, strains, and back pain. WorkWell offers a comprehensive managed onsite approach that prevents and treats employees by combining pre-employment screening, onsite clinical support, proven and proactive preventative programs, and individualized treatment plans to deliver real results. Manufacturing, Industrial, and Distribution companies choose WorkWell for their comprehensive musculoskeletal wellness programs that identify risk, reduce injuries, and get injured employees back to work.

SUMMARY OF POSITION:

The Staff Accountant position provides support in the areas of accounts payable, accounts receivable, bank deposits, vendor relations, month-end close, year-end reporting, and other administrative tasks.

DUTIES AND RESPONSIBILITIES:

- Responsible for all aspects of accounts payable and vendor communications.
- Ensure approval and accurate recording of vendor invoices.
- Coordinate approval and recording of corporate credit card transactions.
- Perform timely reconciliations of vendor accounts as needed.
- Monitor and record electronic payments processed through corporate bank accounts.
- Ensures accurate classification of expenses according to GAAP and company budget.
- Responsible for accounts receivable, including preparing and mailing invoices monthly, and collection of outstanding receivables balance.
- Review and forward mail from virtual mailbox.
- Monitor and record electronic deposits processed through corporate bank accounts.
- Work with other departments as needed.
- Assist in the month-end close process by reconciling AP and AR related GL accounts and preparing necessary journal entries.
- Other duties and projects as assigned

CORE COMPETENCIES:

- Attention to details is a must.
- Organizational skills and ability to prioritize tasks.
- Time management skills and ability to multi-task to meet deadlines.
- Prior extensive experience with Quickbooks is a must.
- Strong knowledge of Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Demonstrate excellent interpersonal skills and problem-solving abilities.
- Strong work ethics, integrity, and reliability.
- Self-motivated with ability to work independently.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field preferred.
- Associate degree with equivalent professional experience will be considered
- Minimum 3 + years or relevant accounting experience preferred, including reconciliations and GL responsibilities.
- Experience with remote work environment is a plus.