



Title: Staff Accountant

Department: Accounting

Location: St. Louis

Job Description

Responsible for entering data and maintaining documentation for accounts payable processes; vendor entry/updates for Accounting Manager approval, invoice entry, coding, Administrator/Trustee approvals, check generation and ACH payments for Accounting Manager action. Prepares journal entries, invoices, tax forms, reconciliations, and assist with other work assigned to staff accountants or accounts payable.

Job Responsibilities

- Prepare sales invoices for external entities as needed.
- Reviews and enters invoices from related organizations, seeking support documents as needed.
- Codes invoices to proper GL accounts and follow up with Manager, Administrator and Trustees for approval.
- Maintains Cashbook subledgers.
- Prepares benefit corporation and benefit fund bank reconciliations and related journal entries.
- Prepares bank deposits daily as necessary.
- Prepare GL account analysis as requested.
- Participates in annual budget process, providing support as requested.
- Responsible for ensuring completion of all job duties in a timely manner.
- Assist in month-end closing processes
- Proactively identifies issues and seeks resolution. Suggests efficiencies without compromising segregation of duties.
- Demonstrates the behaviors and competencies that create a risk management mindset.
- Assists in the development and documentation of policies and procedures related to assigned processes.
- Function as support role for accounting manager on various reports and analysis projects
- Performs other duties as assigned.

Basic Qualifications

- Bachelor's degree in Accounting or Finance, or equivalent combination of education and relevant work experience
- Minimum of 3 years of experience in a Staff Accountant or similar accounting role
- Minimum of 3 years of hands-on experience with QuickBooks and/or Microsoft Dynamics 365 Business Central
- Working knowledge of GAAP
- Advanced proficiency in Microsoft Excel, including formulas, pivot tables, and data analysis
- Strong numeracy, analytical, and critical thinking skills
- Strong knowledge of accounts payable, general ledger, accrual-based accounting, reconciliations, and general support processes. Knowledge of accounting policies and procedures necessary.
- Experience in AP, AR, journal entries, and routine analysis are essential. Demonstrates ability to identify issues and take the lead on resolution or seek advice and collaborate on solutions.

Work Authorization

No calls or agencies please. Mid-America Carpenters Benefits will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Equal Opportunity Employer

Mid-America Carpenters Benefits will is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.