



Guaranty Service Group, Inc. Job Description

Guaranty Service Group, In

Document #: GSG - 01

Occupation: Accountant/Payroll

Reports to: Controller

Reviewed: Exempt

Job Purpose and Reporting Structure:

Under the direction of the Chief Financial Officer and the Controller, the Accountant performs a variety of accounting and payroll activities for Guaranty Service Group, Inc. Activities include general ledger account reconciliations, month-end closing process, payroll administration and processing, family office accounting and various other duties as assigned. The Accountant reports to the Chief Financial Officer and the Controller for all accounting and payroll related activities.

Essential Duties and Responsibilities:

Great Plains

- Set up new accounts when needed.
- Compile and analyze financial information to prepare journal entries and document transactions
- Incorporate quality and accuracy in data entry
- Serve as backup for other accounting department positions with the purpose of being cross trained in all aspects of the GSG accounting department

Month-End/Year-End Closing Procedures

- Perform general ledger account reconciliations for month end processing
- Evaluate subsidiary ledgers to general ledger and make appropriate corrections
- Create journal entries for month end including accruals and reconciling items
- Prepare month end and year end workpapers and save to appropriate location
- Monitor accounts and balances to provide internal controls of accounting system
- Maintain fixed assets and depreciation records
- Assist with preparation of financial reporting and budget variance analysis
- Perform intercompany transactions for GSG and its subsidiaries
- Perform year-end close out of accounts and verify data after completion

Family Office

- Complete month end routine for small companies including bank reconciliations in a timely manner
- Utilizing QuickBooks enter the Andrew Trusts activity and reconcile on a monthly basis
- Prepare month end reports on Andrew Trusts
- Assist in preparation of and payment of tax estimates
- Prepare, review and update work instructions

Payroll

- Ensure payrolls are processed in an accurate and timely manner
- Administrator of biweekly payroll changes/updates
- Oversight of the biweekly payroll runs
- Primary contact with payroll vendor (Paycom)
- Oversight of setup and termination of employees within the payroll system

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

- Review/supervise various supplement payroll runs throughout the year
- Ensure proper garnishment and child support payments are processed with biweekly payrolls
- Troubleshooting/assisting employees with the payroll system
- Work with CFO and Controller to ensure monthly commissions are accurate and processed in a timely manner

Employee Benefits

- Review reconciled monthly benefit invoices
- Ensure that all benefit invoices are processed accurately, and payment is timely
- Oversight biweekly 401K transmission
- Assist in yearly 401K audit and ensure that the auditors have all requested documentation

Compliance

- Research and analyze industry regulations and ensure compliance; work with departments and recommend changes in business practices and procedures to ensure compliance with laws and regulations
- Monitor Provisioning forms and audit according to policy
- Prepare, review and update work instructions

Additional Duties/Responsibilities

- Participate in various research projects assigned by the Chief Financial Officer and Controller
- Assist the Controller with yearly financial audit prep
- Participate in cross company teams/committees
- Other duties as assigned

Schedule:

- Maintain flexible work schedule to accommodate month-end and year-end closing

Qualifications Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Data Entry Accuracy
- Detail – oriented
- Strong organizational, communication, and interpersonal skills
- Positive Attitude
- Adapts well to change
- Ability to work independently, multi-task, and prioritize
- Problem-solving / Deductive skills
- Knowledge of Microsoft Office applications, primarily Excel and PowerPoint
- Previous experience with accounting software
- Understanding of Dynamics GP software would be helpful
- High level of integrity and confidentiality
- Willingness to learn, grow, and improve
- Ability to meet deadlines and respond in a timely manner

Education and Experience:

- Bachelor's degree majoring in Accounting required
- 2-3 years experience in bookkeeping, accounting and/or financial experience preferred

Language Skills:

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Ability to read, analyze and interpret work instructions and company policies/procedures, ability to write business correspondence, and ability to effectively present information and respond to questions from manager and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical to complex problems and deal with a variety of concrete variable information in situations where only limited standardization exists and ability to interpret a variety of instructions furnished in written, oral or diagram form.

Other Skills and Abilities:

Requires the ability to operate a personal computer, computer workstation, laptop and related basic tools and equipment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is required to talk and hear. The employee is occasionally required to stand, walk, smell, stop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of this job.

The employee is required to search using Internet and Microsoft applications while seated at a personal computer, viewing a PC monitor.

The noise level in the work environment is usually moderate.