



Expedient Technology Solutions

Accounting Specialist

Position Description

Expedient Technology Solutions is a growing managed IT services company located in Miamisburg, Ohio. ETS has developed a strong reputation for providing outstanding customer service and for being a collaborative, strategic partner with its client customers.

We are looking for an experienced Accounting Specialist to ensure the successful execution of the company's business mission through the leadership and stability of the company's Accounting department.

Essential Duties and Responsibilities

- Improve, create, and manage all process around accounting at ETS.
- Responsible for closing the financial statements and financial analysis.
- Responsible for several ETS accounting related task such as conducting payroll, accounts receivables, accounts payables, invoicing, client agreement creation and adjustment, sales and CAT tax, account reconciliation, and managing cash flow.
- Maintain an orderly accounting filing system, and chart of accounts.
- Maintain the annual budget and monthly reporting on progress.
- Assist leadership with reporting and analysis from accounting package and PSA systems.
- Interface as needed with external accountants.
- Assist with HR duties such as benefits administration, communication, etc.
- Assist with office management task such as occasional shipping, facilities management liaison, etc.

Requirements

- Two or more years' experience in a dedicated accounting role
- Detail oriented personality and process minded
- Extensive experience with QuickBooks
- Experience integrating software with QuickBooks
- Outstanding communication skills, both written and verbal
- Team player, driven, and passionate about your profession
- Passion for taking care of customers
- Resident of the greater Dayton or Cincinnati area
- Associate degree in Accounting



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A plus, but not a requirement

- Bachelor's degree in Accounting
- Report writing capabilities
- Experience working in a service organization
- Experience with PSA systems
- Understanding of technology related terminology

What's in it for you?

- We offer a competitive total rewards program that includes a strong base salary, 401(K) retirement plan with a company match, pay for certifications & training, generous healthcare plan, dental insurance, and paid time off.
- We have a fun, drama-free, collaborate work environment with opportunity for personal and professional growth.
- We are committed to team member's development and success.

Vision, Mission, and Core Values

Vision Statement: To be the regions' leading IT provider through Stress Free IT.

Mission Statement: Reshape the experience for clients and team members.

Core Values

- *Continued Growth*: ETS places a strong focus on each team member continually growing both professionally and personally.
- *Honest Communication*: ETS places a strong focus on consistent and honest communication between all team members and clients.
- *Deliver "Wow" through Service*: ETS provides "Stress Free IT" managed services which promises an experience that goes above and beyond our client's expectation.
- *Honor your commitments*: ETS team members are expected to honor their commitments to our clients and company.
- *Respect and Serve Others*: ETS is founded on biblically based principles and places a strong focus on team members serving others and giving back to our community.
- *Balance*: ETS recognizes and supports the need for each team member to enjoy a quality life outside of work.