

Staff Accountant

Workforce Insight Job Description



About Workforce Insight

Workforce Insight is a world leader in workforce management and analytics services. We believe in a People First Approach to help our clients and partners optimize and accelerate business results. Our solutions leverage expertise from the best talent across the industries we serve, including Healthcare, Manufacturing, Business and Consumer Services. The workforce management services we deliver utilize a holistic and time-tested approach, addressing Technology, Best Practices and Analytics to help our clients enable and sustain success. Our implementation and optimization services span across workforce management domains, including scheduling & staffing, time & attendance, labor cost & productivity management. Our people and the services we deliver earn world class customer satisfaction ratings unmatched by anyone in the workforce management industry.

Job Location

Downtown Denver Headquarters

Job Summary

The Staff Accountant will work to support the Controller and CFO in carrying out the responsibilities of the Finance & Accounting Department.

Job Responsibilities:

- Manage expense system, including approval of expense reports, employee charges, and transaction records
- Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry
- Support timely monthly, quarterly, and year-end financial close, including balance sheet reconciliations, accruals, and overall maintenance of operational management accounts including but not limited to invoices for billable travel and subcontractor hours
- Assist Controller with core payroll processing and system related items
- Assist Controller with AR reporting including distribution of monthly statements and management of outstanding receivables
- Prepare financial correspondence and maintain files as needed within the department
- Prepare mailings and priority shipments for the Finance & Accounting Department
- Perform such other accounting, financial, or administrative duties as may be required from time to time –often on short notice– by the Controller or CFO

Required Skills & Qualifications:

- Bachelor's Degree in Accounting or Finance required
- 2+ years' experience in accounting or related field
- Proficient in Microsoft Office, advanced experience in Excel
- Ability to manage multiple projects simultaneously with minimal to no financial error
- Strong written and oral communication skills
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Willingness to establish and maintain effective working relationships

Preferred Skills & Qualifications:

- Advanced experience with QuickBooks accounting software
- Experience with ExpenseAble Corporate software
- Accounts Payable experience
- Ability to innovate and improve procedures, particularly through the use of technology systems
- Able to work a flexible schedule and effectively prioritize workload, including a willingness to work the hours necessary to meet tight deadlines in a fast-paced and dynamic work environment

Equal Opportunity Employer

Workforce Insight does not discriminate on the basis of race, color, sexual orientation, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

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