



**Staff Accountant III, Finance Department  
Wood Dale, IL**

**Job purpose**

Perform vital accounting functions to ensure consistent compliance with IFRS while maintaining accurate financial statements and ensuring strong internal controls over financial reporting.

**Essential duties and responsibilities**

**Financial Data Management:**

- Prepare journal entries for prepaid expense, adjust entries, and expense accruals.
- Verify validity of monthly allocations
- Review and approve coding of operating expenses.
- Reconcile sub-ledger to general ledger account balances.
- Maintain accurate account and data reconciliation including supporting sub-ledgers, journals, and other financial documentation within a cost-efficient operation.
- Process overseas wire request through internal banking systems.
- Process ACH and Check batches within banking systems and Microsoft Dynamics AX ERP systems.
- Provide support of ad-hoc requests from senior management and other departments.

**Controls and Compliance:**

- Ensures full compliance with Parent Company PHC Corporation policies, internal controls, JSox and Sarbanes-Oxley Act
- Ensures protection of company assets in all areas through front line knowledge and experience
- Conduct initial internal control evaluations
- Investigate, resolve, or report to the accounting manager any inconsistencies or improprieties.
- Review and interpret accounting policies and procedures.
- Assist with the completion of audits related to financial statements and internal controls with external independent auditors.
- Prepare indirect tax reporting and remittance to various state taxing authorities.

**Financial Analysis:**

- Identify and research account discrepancies.
- Define and post re class entries as needed.
- Review assigned general ledger accounts and correct journal entries.
- Review marketing advertising and promotions expense to ensure spending control is in line with business plan.
- Perform accounting analysis, such as, but not limited to: Balance sheet accounts, expense and salary accruals, department expense analysis, prepaid and insurance, travel advances, etc.

- Assist in performing monthly balance sheet, income statement and changes in financial position/budget variance analysis.

### **Budgeting and Reporting**

- Prepare financial reports and related statements, charts, tables and other exhibits.
- Assist in budget / forecast preparation.

### **Qualifications**

- A Bachelor's Degree in Accounting is required with a minimum of 3-years cumulative professional work experience in a corporate accounting environment.
- Possess a thorough working knowledge of accounting department functions.
- Strong foundation of IFRS accounting principles and financial statement preparation.
- General understanding of SOX and internal control.
- Analytical and problem-solving skills with a developed attention to detail and accuracy.
- Advanced spreadsheet knowledge critical– Pivot Tables, VLOOKUP, HLOOKUP, INDEX, IF and other advanced formulas efficiently working with large volumes of data.
- Knowledge of Word Processing, PowerPoint, PDF, and E-mail Software
- Experience with Microsoft Dynamics AX, or similar ERP system is a plus.
- Excellent communication skills required. Ability to explain policy and accounting details to non-accountants within other departments.

### **Working conditions**

- Ability to work efficiently to meet tight deadlines especially during month end closing.
- Ability to work independently and as a team player.

### **Physical requirements**

- Sit for extended periods of time in front of a computer screen

We are committed to creating a diverse work environment and proud to be an Affirmative Action/Equal Opportunity Employer (AA/EOE/m/f/d/v). Women, minorities, veterans, and individuals with disabilities as well as other qualified individuals are encouraged to apply. If you need a reasonable accommodation in the application process due to a disability, please contact Wendy Kaiser [PHCGroupRecruiting@ascensia.com](mailto:PHCGroupRecruiting@ascensia.com) ; or PHC Corporation of North America, 1300 Michael Drive, Suite A, Wood Dale, Illinois 60191.

Pre-employment drug testing is required. Due to the high volume of responses, we will only be able to respond to candidates of interest. Applicants must be currently authorized to work in the United States on a full-time basis. PHCNA does not sponsor applicants for work visas.

**Please forward your cover letter, salary history/requirements, and resume to [PHCGroupRecruiting@ascensia.com](mailto:PHCGroupRecruiting@ascensia.com)**