

JobsOhio  
Senior Accountant  
November 19, 2012

JobsOhio is a private, nonprofit corporation guided by a business-minded Governor and a highly accomplished board of directors, designed to lead Ohio's job-creation efforts by singularly focusing on attracting and retaining jobs, with an emphasis on strategic industry sectors. Using a private-sector approach, JobsOhio speaks the language of business, enabling Ohio to be more nimble, flexible and competitive in its economic development efforts.

To aid in these efforts, we are seeking a **full-time, Senior Accountant** to perform accounting duties and work with the Chief Financial Officer.

**Duties:**

**Provides financial and accounting services to JobsOhio and subsidiaries:** responsible for the day-to-day performance of accounting operations to support JobsOhio and its subsidiaries.

**Performs daily finance and accounting functions:** performs core accounting functions including:

- Accounts payable: processes receipts, reviews, and processes payment of invoices; maintains related system of accounts and reports;
- Accounts receivable: prepares and distributes invoices; performs aging of accounts receivable; collection of accounts receivable; maintains related system of accounts and reports;
- Payroll: in cooperation with Human Resources Director, performs core accounting functions related to payment of employees; maintains related system of accounts and reports;
- Cash receipt and disbursement: performs timely recording and deposit of cash receipts and bank reconciliation;
- Fixed asset management: maintains timely and accurate records of fixed assets; and
- Internal control: applies and performs internal control procedures; maintains a comprehensive system of internal control over all accounting functions.
- Stakeholder relationships: develops and maintains strong relationships with stakeholders; understands and performs accounting functions according to the terms of contracts and agreements; clearly and proactively communicates as necessary.

**Performs comprehensive financial reporting process including:**

- Financial reporting: prepares interim and annual financial reports for internal and external purposes;

- Compliance: ensures compliance with applicable accounting and financial reporting requirements (e.g., Generally Accepted Accounting Principles and Security Exchange Commission);
- Financial analyses: prepares financial analyses for management use (e.g., ad hoc reports);
- Audit: provides information as requested to external auditors and coordinates implementation of recommendations of external auditors; and
- Coordination: coordinates financial reporting with various agencies of state and federal government, including tax reporting.

**Other duties:**

- Performs other duties as assigned (e.g., participates on teams, organizes hard-copy and electronic files)

To be considered for this opportunity, applicants must have a minimum of a bachelor's degree in accounting and be able to begin work by January 2013.

Applicants should submit a resume and cover letter, to the attention of Becky Fair, Human Resources Director at [Fair@Jobs-Ohio.com](mailto:Fair@Jobs-Ohio.com) by **Friday, December 7, 2012**. Please state clearly the position you are applying for on the cover letter.

The final candidate will be subject to a comprehensive background investigation.