

Financial Accountant

EDCi provides infrastructure and call center technology services and solutions to clients throughout Wisconsin and the Midwest. Through our partnership and certifications with leading technology providers including Citrix, Cisco, Genesys, IBM and Microsoft, our customers receive the highest quality of product and service the industry has to offer.

EDCi has an immediate opening for a Financial Accountant. We're looking for an energetic and detail-oriented individual to contribute to the accounting department. Although we're looking for the right team member to be a contributor and grow in their understanding of the duties of the department, specific focus will be on invoicing, benefits administration and payroll. If you're a talented finance person looking for a challenge with varied responsibilities and seek a flexible, family-oriented work environment, we want to talk to you!

When you join the EDCi team, you'll receive many perks, including:

- Funded Training
- Bring Your Own PC Policy (BYOD)
- Cell Phone Reimbursement
- Business Casual Attire with Casual Fridays
- Work-Life Balance
- And many more!

Responsibilities

- Perform invoicing processing and other financial duties such as payables, receipt of goods and receivables.
- Provide Benefits Administration including 401k, STD, LTD, FMLA and open enrollment processes.
- Serve as backup for payroll processing including processing adjustments, tax changes, wage garnishments, deductions, and direct deposits. Reviews and verifies payroll data in a timely manner, calculates adjustments and enters payroll data.
- Must have a high quality level of customer service, professionalism, and interpersonal skills, as the role requires various interactions with management, sales and engineering staff, in addition to firm clients, in the midst of a fast-paced, deadline driven environment. Must understand and demonstrate all facets of the billing function.
- Compile and analyze financial information to prepare journal entries to the general ledger
- Maintain and coordinate the implementation of accounting control procedures. Recommend any improvements.
- Monitor and review accounting and related system reports for accuracy and completeness, reconcile with budget.
- Responsible for record retention and management

- Serve as purchasing back-up as needed. Verify purchase requisitions by comparing items requested to sales order, clarifying unclear items. Prepare purchase order verifying specifications and price, forward orders to suppliers, monitor and expedite orders. Verify receipt of items by comparing items received to items ordered; resolve shipments in error with suppliers. Authorize payment for purchases by forwarding receiving documentation.
- Serve as a backup for team members in the area of sales tax administration.

Essential Skills & Qualifications

- Bachelor's degree in accounting or finance required
- 3-5 years' experience preferred
- Familiarity with working remote and using video conferencing tools
- Proficiency with Excel and other Microsoft Office products
- Proficiency with Sage accounting software and ConnectWise preferred.
- Knowledge of accounting terms and concepts, understanding of finance regulation and legislation.
- Excellent problem solving skills, attention to detail, and strategic thinking
- Organizational, interpersonal, and communication skills are essential
- Uphold and promote the company mission, vision and core values