



Enabling Excellence in Communication and Technology

Staff Accountant

Location: Appleton, WI

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, Interactive Intelligence, Genesys, IBM and Microsoft, our customers receive the highest quality of product and service the industry has to offer.

As a result of our continued growth, EDCi is looking to expand its Accounting Team and has an immediate opening for a Staff Accountant. This newly created position will contribute in a variety of areas including accounts payable, accounts receivable, customer invoicing, cash receipts, month end close, month end reporting, purchasing, and payroll. If you are 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, such as:

- Remote work from home
- Paid holidays, vacation and sick time
- Bring Your Own PC Policy
- Cell phone reimbursement
- Casual dress
- Funded training and certifications
- Health, dental & vision insurance
- 401K match

And much more!

Candidates must reside or be willing to re-locate within 40 miles of our Appleton, WI office.

RESPONSIBILITIES:

- Enter accounts payable, run payment selections for approval, cut checks, and initiate ACH transfers to vendors
- Administration of employee expense reports to insure proper back-up documentation, account classification for tax purposes and release for payment.
- Invoice customers for materials, process credits and returns, send out invoices, answer customer inquiries.
- Perform collections and credit authorizations including reference checks. Explain billing invoices, credit details, and accounting policies to staff, vendors and clients.



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- Apply cash receipts and make necessary entries into general ledger and bank reconciliation module in Sage software
- Reconcile general ledger account balances at month end for unearned revenue, accruals, prepaids and other balance sheet accounts.
- Prepare month-end journal entries including accruals and intercompany allocations.
- Prepare various month-end reports including expense analysis of actual vs. budget
- Maintain and coordinate the implementation of accounting control procedures. Recommend any improvements.
- 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.
- Assist and backup in areas of payroll, budgeting, sales tax administration, and other areas as needed.
- Must exhibit 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.

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Bachelor's degree or Associate's degree in accounting or finance required
- 3-5 years' hands on accounting experience preferred
- Strong computer proficiency with Microsoft Office applications including Excel required
- Proficiency with Sage accounting software and ConnectWise sales/engineering systems 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