

## Catalyst Learning Company

Position Title: Accountant

Reports To: Vice President

### I. General Summary

Under limited supervision of the Vice President, this position manages the company accounting functions, from data entry of accounts payable and receivable to preparing and analyzing financial reports. The ideal candidate is an energetic, detail-oriented individual who demonstrates superior analytical ability and has a strong accounting background.

### II. Major Duties and Responsibilities

#### A. Budget and Financial Statement Reporting:

- Develop company budget format in Excel; transfer of Excel budget to SAGE100.
- Develop reports in Excel and SAGE100 to track the financial status of individual projects.
- Prepare financial reports for department managers, including balance sheets, profit and loss statements, and cash flow statements, using BizInsights (or BizNet) reporting tool.
- Analyze trends, costs, and revenues. Provide suggestions to managers about resource utilization and assumptions underlying the budget forecasts.

#### B. Accounts Receivable and Payable:

- Coding and entry of invoices into SAGE100 Accounting software; implementing effective monitoring, verification, and coding procedures to ensure accuracy.
- Payment disbursements to vendors.
- Management of the accounts receivable collection process.
- Sales tax administration.

#### C. Other Major Accounting Responsibilities:

- Management of all accounting files, including contracts and tax returns.
- Federal and State Corporate Tax Returns: Work with contract CPA; compile information, review.
- Monthly closing activities including: monthly sales tax return; reconcile bank statements and general ledger accounts; create and review journal entries.
- Inventory and customer order management. Work closely with fulfillment company to ensure accurate and timely shipments to customers.
- Coordinate payroll disbursements and tax-related issues through Paychex service.

### III. Other Duties and Responsibilities

#### A. Human Resources Administration:

- Completion of new hire paperwork; set-up new hires in company systems.
- Coordination with benefit providers (eg, health, dental, 401K)
- Research and recommendations on company benefit options.

#### B. General Office Administration:

- Oversee general office administration including lease agreements, equipment purchase/lease negotiations, company insurance research and recommendations, etc.

#### C. Sales Support:

- Assist with pricing, proposals, and sales reports.
  - Review and maintenance of customer and vendor contracts.
- D. Supervisor part-time and/or temporary accounting clerk.  
E. Other Special Projects as assigned.

#### **IV. Work Relationship**

1. Internal: This position has regular contact with various staff members. Requires a high level of coordination and communication with others involved with projects. Must be self-directed and effective working independently, yet equally comfortable contributing in a team environment.
2. External: This position has a moderate amount of contact with customers and non-staff vendors/contractors, specifically dealing with accounting functions.

#### **V. Minimum Work Requirements**

1. Education: Bachelor's degree in Accounting or Finance.
2. Experience:
  - Minimum 5 - 6 years work experience in the Accounting field.
  - Proficient with Accounting software, (SAGE100/formerly MAS90 strongly preferred), and Microsoft Office software (primarily Excel and Word).
  - Experience in designing and developing financial reports in Excel, BizInsights, and Crystal Reports is a plus.
3. Skills and Abilities:
  - Excellent organizational, verbal, and written communication skills. A high degree of attention to detail is a must.
  - Ability to manage time and complete multiple tasks while meeting tight deadlines.
  - Thorough knowledge of accounting concepts and practices; works within established GAAP guidelines.

Please e-mail resumes to: [info@catalystlearning.com](mailto:info@catalystlearning.com)

#### **Benefits:**

Medical Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 401K Plan, Special Incentive Plans, continuous learning and team focused culture.

#### **Company Information:**

**Catalyst Learning Company (CLC)** provides high quality skill and career development programs to healthcare organizations across the U.S. These programs target the frontline associates of the organization – from entry-level individuals to first-level supervisory nurses. Catalyst Learning is honored to serve 540+ acute care hospital customers including HCA, the VHA, and many Catholic and regional health systems.

Catalyst Learning is a female-owned small business, headquartered in Louisville, Kentucky.