

Company Description:

Wilson Dow Group is a creative production agency dedicated to uniting and activating audiences through The Power of Live®. For over 24 years, Wilson Dow has cultivated teams of world-renowned creatives, strategists, instructional designers, and specialized production teams to partner with global clients including Domino's Pizza, Roku, Pfizer, PayPal, The Clorox Company, Pure Storage, Visa, and more. The company designs and delivers live and virtual experiences for audiences that engage around a shared purpose, prepare with critical knowledge and skills, and inspire with meaningful stories that spark change. Wilson Dow Group is headquartered in Chicago with satellites in San Francisco and New York. For more information, visit wilsondow.com.

Title: Staff Accountant

Reports to: Accounting Manager

Job Description:

The Staff Accountant will report to the Accounting Manager and assist in the day-to-day operations of the Accounting Department. Responsibilities include reviewing project-related and general accounting transactions, performing monthly account reconciliations, and assisting with month-end and year-end closing procedures.

Specific Areas of Responsibility:

Accounts Payable

- Managing the A/P invoice inbox
- Coding and approving vendor invoices in the online payables system
- Resolving invoice exceptions in a timely manner

Accounts Receivable

- Preparing client billings
- Posting client remittances
- Tracking receivables and following up on past due accounts

Time & Expenses

- Reviewing and approving the online entry of employee timesheets and expense reports
- Monitoring employee compliance with internal policies and procedures

Financial Reporting

- Performing monthly and quarterly G/L account reconciliations
- Assisting with the preparation of schedules and reconciliations for the year-end review

Miscellaneous

- Working with the Project Accounting team to coordinate the workflow of project-related billings and costs
- Providing general support for other areas of the Accounting Department

Job Requirements and Qualifications:

- Bachelor's degree in Accounting or Finance
- 0-2 years of experience in accounting with audit experience a plus
- Self-starter with high attention to detail
- Excellent analytical skills and data orientation
- Strong organization, multi-tasking, and time management skills
- Effective verbal and written communication skills
- Proficient in Microsoft Office applications, particularly Excel
- This position is based in our Dublin, OH office, and requires occasional travel to the Wilson Dow headquarters in Chicago, IL

Wilson Dow offers a comprehensive benefits package including medical, dental and vision insurance, life and disability insurance, 401(K) Plan including a company contribution, and paid time off.

To apply, please fill out the form labeled 'Join Us' at this link: <https://wilsondow.com/who-we-are/>

Wilson Dow is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.