



Staff Accountant

Custom Design Benefits is the Cincinnati area's largest independent, full-service Third Party Administrator (TPA) of self-funded health benefit plans.

Work up to two days from home with a hybrid work schedule!

Custom Design Benefits is big on creating a collaborative workplace that encourages, recognizes and celebrates their employees while also providing great benefits including:

- Medical, Dental and Vision Insurance
- Primary Care and generic prescriptions with no co-pay
- Short & Long Term Disability
- Life Insurance
- Paid Time Off
- Nine Paid Holidays
- Competitive match 401(K)
- A fun work environment that promotes work/life balance and process improvement
- Professional Development
- Quarterly bonuses
- Tuition reimbursement

Job Summary: Oversee Accounting functions. Responsible for maintaining financial records and reporting timely to the Director. Work with Director to prepare yearly budget and monthly financial reports.

Responsibilities:

- Prepare month end closing
- Reconcile bank statements. Monitor bank accounts daily for issues
- Review payables and receivables for aging and issues
- Preparation of the yearly budget with the Director, including working with each department to set up their budgets and combine into one budget for the company
- Review and document accounting policies and procedures
- Backup for Payroll, Receivables and Payables
- Other duties as assigned

Requirements:

- Bachelor's Degree in Accounting
- QuickBooks Online/Desktop experience a must
- Excel experience a must
- Knowledge of general office practices and procedures
- Ability to perform detailed work with numerical data
- Ability to prepare routine financial reports
- Ability to analyze financials for KPI's, Profitability by Product Line
- Minimum of 4 years prior accounting experience

Fundamentals: Deliver Results, Own It, Be a Fanatic About Response Time, Make Quality Personal, Get the Facts, Work Smart, Align with Change, Take Care of Our Clients



StrengthsFinder: Achiever-E, Analytical-S, Deliberative-E, Discipline-E, Responsibility-E, Restorative-E, Command-I, Consistency-E, Focus-E, Maximizer-I, Positivity-R

Custom Design Benefits is an Equal Opportunity Employer