



Communications Supply Service Association (CSSA) has an opening for a full-time Accountant & Benefits Administrator. This position is responsible for providing bookkeeping and administrative support for accounting, office operations, and benefit administration. This role supports staff by performing a variety of clerical and administrative tasks to ensure efficient day-to-day operations.

JOB DUTIES AND RESPONSIBILITIES:

- Reviews accounts payable weekly to verify accuracy. Manage bank accounts and cash flow.
- Acts as a liaison between the third-party CPA firm for payroll and accounting functions.
- Enter processed electronic payments into the accounting software.
- Reconcile accounts by comparing bank information to internal records and take deposits to the bank.
- Assist with preparing monthly / quarterly financial statements, annual budgeting and tax payments.
- Ensure bills are paid in a timely and accurate manner while adhering to departmental procedures.
- Assist with compliance and audits to support financial regulation requirements and internal/external audit requests.
- Manage petty cash including monthly reconciliation of petty cash and monthly credit card reconciliation.
- Support other staff as back-up as needed to review invoices from vendors to verify accuracy.
- Maintain tracking and renewal updates for business licenses.
- Manages benefits administration and is the contact for employees and liaison between the organization and external benefits providers (health, disability, retirement, etc.).
- Employee administrative needs, including onboarding, manage the sick leave notification process file and update employee records.
- Assists as needed for planning company events, such as retirement and holiday parties.
- Serve as the contact for vendors for office needs (shred bins, vending machines, etc.).
- Order office supplies, including the annual calendar order, complete mail runs as needed and receive, route, and distribute mail.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

JOB REQUIREMENTS:

- Minimum of two years of demonstrated accounting experience, preferably with benefit administration experience. At least one year of experience in administrative support and/or bookkeeping is required.
- Have a good understanding of basic accounting principles.
- Demonstrated ability to work and make appropriate decisions with little direct supervision.
- Ability to manage multiple priorities, be detail oriented, and complete work accurately.
- Proficient using Microsoft Excel. Experience using Microsoft Dynamics a plus but not required.
- High school diploma or equivalent. Associate degree in business administration preferred or completion of general accounting course work.