



## **Staff Accountant**

MPW Industrial Services, Inc. is currently seeking a **Staff Accountant** based out of our corporate office in Hebron, Ohio. This position will perform daily, weekly and monthly finance and accounting procedures, as well as closing duties of the Industrial Cleaning Group. Will also utilize the Industrial Cleaning Group Project Management Program in providing financial and operational reports to district, branch and office managers.

### **Qualifications:**

- Bachelor's degree in Business with a major in Accounting
- 1-2 year of related experience or public accounting experience
- Full understanding of generally accepted accounting principles
- Thorough understanding of common business and accounting internal controls
- Excellent computer skills including MS Word, Excel, Access and Power Point
- Professional oral and written communication
- Effective listening skills
- Ability to interact with others
- Ability to multi-task and prioritize

### **General and Specific Responsibilities:**

- Perform daily, weekly and monthly finance and accounting procedures
- Review and coding of fuel and lodging reports from third party providers
- Expense reports review
- Provide revenue summary report on a weekly basis to Operational Controller of ICG
- Monitor account receivable and unbilled revenue as well as participate in weekly calls and follow up with office managers
- Follow up on requests from ICG branch locations to provide support and information.
- Utilize the Project Management Program in providing financial and operational reports to district, branch, and office managers
- Perform a spectrum of monthly and annual closing duties including fulfilling external audit requests: PO Log Accruals, Expense Report Accruals, Intercompany charge outs for borrowed salaried personnel and equipment, ICG unbilled aging reports.
- Utilize financial statements as well as other financial and operational data to compile metrics for Industrial Cleaning Group districts on a monthly basis
- Distribute monthly financial statements to all district and branch managers
- Ensure compliance with company policies, procedures, and GAAP.
- Implement and monitor all internal accounting controls adopted at corporate level
- Track key performance indicators
- Assist in preparation of annual budgets for the division
- Prepare miscellaneous reports and complete ad hoc projects as directed
- Occasional travel

**Please submit resumes to [kblack@mpwservices.com](mailto:kblack@mpwservices.com)  
MPW is an Equal Opportunity Employer**