

## Ohio Deferred Compensation Senior Accountant

Starting Salary Range \$78,500 - \$98,100

### Job Summary:

If you enjoy helping people and working for an organization that cares about its staff and its customers, Ohio Deferred Compensation (Ohio DC) is the place for you! Ohio DC has been in business for over 45 years and has grown into a \$17 billion supplemental retirement savings plan for state and local government employees. Our mission is to guide participants along the path to retirement income security.

The Senior Accountant will work under the supervision of the Director of Finance to perform senior professional level accounting duties. The Senior Accountant must possess a thorough knowledge of investment options including contractual agreements, daily processes, and implementation procedures for investment changes. This position will review investment manager and custodian reports and transactions. This position will develop, monitor, and maintain systems of accounting controls. This position will assist in preparing the annual budget and Annual Comprehensive Financial Report. This position will perform other duties as assigned. This position may be eligible to work from home as established in the Work from Home Policy, based on business needs, and with supervisor approval.

Our top tier benefits plan includes medical, dental, vision, life, and disability insurances. You will participate in one of the best pension plans in the country (OPERS) and have the ability to participate in the Ohio DC supplemental retirement savings program with a \$25 per-paycheck match. We offer free onsite parking, tuition reimbursement, flexible hours, and work from home options are also available. Ohio DC observes eleven paid holidays, plus vacation and sick time. Work in downtown Columbus near dozens of fantastic restaurants, coffee shops, and scenic walking routes.

Your responsibilities will include:

- Assist in ongoing evaluation of Ohio DC's operations and implementation of new procedures and enhancements. Attend meetings and bring financial and investment experience to the discussions and work on related strategic planning objectives.
- Assist in preparation/review of daily/monthly/annual accounting closings, supporting schedules, journal entries, and financial statements for Administration and Program Funds.
- Manage investment option accounting, including vendor contracts and correspondence, and manage transitions between investment options and share classes.
- Assist in preparing annual budget for the Administrative Fund.
- Provide schedules and information to independent auditors and assist in preparing the Annual Comprehensive Financial Report.
- Serves as back up to the Finance Team and the Director of Finance in their absence. Also serves as backup to the Director of Finance on transactions needing signatory authority.
- Coordinate banking relations and procedures.
- Answer employer questions regarding timing and amount of deferrals and serves as employer contact for Ohio Business Gateway questions and help desk.

Our preferred qualifications:

Education/Certification:

- Bachelor's degree in accounting or finance
- Certified Public Accountant

Knowledge:

- Financial management, accounting procedures and controls
- Automated accounting systems
- GAAP
- GASB
- Personal computer experience with Microsoft office products
- Working knowledge of QuickBooks software
- Public sector retirement plan knowledge preferred

Experience:

- 5 years staff accountant

Non-negotiable characteristics:

- Time management skills
- Critical thinking
- High emotional intelligence
- Supportive of the mission
- Ethical
- Ability to build and maintain meaningful relationships with co-workers and customers
- Proactive
- Approachable
- Kind
- Positive

Where you will live:

This position is based in Columbus, Ohio. Columbus is one of the fastest growing cities in the United States of America. Top school districts, metro parks, and endless entertainment options are just a few of the amazing reasons to live here. As mentioned above, work from home options and flexible work hours are permanent work-life balance benefits for this position.