



Job Title	Executive Staff Accountant
Department	Human Resources
Date Posted	3/1/2010
Contact Email	CareersKC@americo.com
Job Description	<p>We are currently looking for an Executive Staff Accountant. The Executive Staff Accountant will be responsible for accounting and administrative duties for several family owned partnerships, S-Corporations and trusts. Responsibilities include, but not limited to:</p> <ul style="list-style-type: none">• Entering and paying bills through Quickbooks for the family's trusts, partnerships and corporate entities.• Preparing bank reconciliations• Producing reports for multiple family investment portfolios• Print and review financial statements• Assist with tax preparation process• Maintain filing system related to multiple entities and projects• Special projects related to above
Job Qualifications	<p>Candidates for the Executive Staff Accountant position must have at least 3 years accounting experience. A great understanding of various business entities will be needed in this position.</p> <p>Candidates must have excellent Excel and Word skills as well as excellent verbal and written communication skills. Highly organized and the ability to prioritize tasks are qualities that should be found in the Executive Staff Accountant.</p> <p>A 4 year accounting degree is required.</p>
Employment Type	Full Time
Education Requirements	Bachelors Degree