



## **Company Description**

Since 2004, Level One has been a trusted provider of e-billing and payment solutions, guiding utilities, insurance providers and government entities across North America toward successful customer engagement.

Level One's billing and payment solutions are designed with a focus on quality, security, and reliability to enhance the customer's experience. Billing organizations rely on our expertise to facilitate digital transformation and improve customer engagement through self-service, personalized communications, and expanded delivery and payment channels. Our team is comprised of talented people with technical, operational and project management expertise.

Our employees enjoy a fast-paced, results-driven culture while maintaining a healthy work-life balance. We like to work hard, but more importantly we like to work smart to get things done. If you join Level One, you will become part of a dynamic, dedicated team that is passionate about exceeding customer expectations.

This role is located in the corporate office located 53 General Warren Blvd., Malvern, PA 19355.

## **Job Description: Staff Accountant**

Level One is seeking a staff accountant to join our team. This role will ensure timely, efficient services delivery for several core accounting processes including, but not limited to month end close, journal entries and reporting, account reconciliations and sales and use tax filings. This role requires a firm grasp of best practices for accounts payable and accounts receivable. Day-to-day duties include maintaining and reconciling the general ledger, participating in month-end summary billing, general ledger and bank reconciliations, including reconciliation of customer ACH and credit card payment activity. The ideal candidate will have at least 2 years of applicable experience and be a team player who enjoys working in a friendly, fast-paced work environment.

### **Primary Responsibilities:**

- Maintain and reconciling the general; prepare and record journal entries
- Oversee all entries posted into the accounting system, ensuring that all entries are properly accounted for in the system.
- Prepare and analyze monthly bank account reconciliations
- Prepare and analyze daily payments reconciliations for customer ACH and credit card payment activity
- Provide cash flow analysis
- Assist with budget forecasting
- Assist with completion of the quarterly and annual regulatory filings
- Assist with preparation of company tax provision schedule and supporting documentation
- Prepare and file state and local sales and use tax returns

- Participation in month end close and reconciliation of any client billing discrepancies
- Reconcile transactions by comparing and correcting data

**Education, Knowledge, & Skills:**

- Bachelor's degree in accounting or finance.
- Experience with core accounting processes (including account reconciliations, and journal entry preparation).
- Must possess strong analytical and accounting skills.
- Must be able to effectively handle multiple projects simultaneously.
- Ability to work well with others and possess excellent verbal, written communication and interpersonal skills.
- Proficiency in Microsoft Excel, and other financial software tools.

**This opportunity provides the following:**

- Challenging and rewarding work environment
- Growth and career development opportunities
- Competitive Compensation
- Excellent Medical, Dental, Vision and Prescription Drug Plan
- 401k plan