



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 availability 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 and reports directly to the company President.

Job Description: Manager of Accounting

Level One is seeking an experienced Manager of Accounting 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 strong communication skills across the organization and with executive management. The ideal candidate will have at least 5 years of applicable experience and be a team player who enjoys working in a friendly, fast-paced work environment.

Primary Responsibilities:

- Supervise the accounting department to ensure the proper functioning of all systems, databases and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Review and ensure application of appropriate internal controls, and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data.
- Preparation and communication of monthly, quarterly and annual financial statements.
- Preparation and timely filing of all local, state and federal tax returns.
- Ensure GAAP compliance regarding all financial functions.
- Participate in the month-end close process, reviewing procedures and eliminating inefficiencies.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.

- Manage and develop accounting staff.
- Serve as a key point of contact for external auditors; Manage preparation and support of all external PCI-DSS and SOC 2 audits.
- Coordinate and strategize methods used to attain team goals with executive team.
- Supervise Accounts Receivable and Account Payable management and provide guidance relating to the collection process.

Education, Knowledge, & Skills:

- Bachelor's degree in accounting or finance, in addition to extensive experience in ledger accounting and financial reporting.
- Experience with core accounting processes (including fixed assets, 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 Office Suite, 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