



Job Description

Job Title: Accountant

Department: Accounting

Reports To: VP, Accounting & Finance

Effective: 01/05/2022

Job Summary:

Accountant is an accounting and support function within Landrum & Brown's global Accounting organization, located in the Corporate Office in Blue Ash, Ohio. This position has no direct reports.

Duties/Responsibilities:

- Month End Close Activities
 - Preparation of account reconciliations, schedules, and account analysis
 - Maintain/post standard journal entries required across all entities
 - Assist with maintain lease accounting software and post related journal entries
 - Assist with monthly closing and consolidation of international entities
 - Maintain fixed assets software and reconciliations including posting of monthly depreciation expense
 - Prepare and record allocations among organizations and entities (fringe allocation)
 - Prepare and reconcile intercompany transactions (new)
- Banking Activities
 - Reconcile bank accounts
 - Prepare various cash and banking reports for internal and external use
- Tax and Audit Activities
 - Support domestic and international tax requests
 - Support the annual audit of the consolidated financial statements
- Other departmental support
 - Assist in preparation of Corporate financial reporting as well as internal management reporting
 - Assist with cash receipts posting and accounts payable as needed
 - Supports SVP, Accounting and Finance; and Controller on special projects as required.
 - Participate in annual budget and monthly forecasting process
 - Support client proposal requests



Education and Experience:

- Bachelor's degree in finance or accounting, required
- CPA (or working towards certification) preferred
- 3+ years of progressive experience in general accounting
- Integrated ERP experience, system implementation experience preferred
- Ability to maintain absolute confidentiality in all aspects of accounting paperwork
- Architecture, Engineering or Construction background preferred
- Strong communication skills (verbal and written)
- Intermediate to advanced Microsoft Excel skills
- Excellent organizational and time management skills
- Team oriented
- Prioritization skills

Travel Expectations

While consistent travel is not anticipated; situations may require travel to both domestic and international locations to coordinate project needs or to coordinate with members of the Global Accounting function that have office locations around the globe.

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