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An independent member of BKR International

FIRM CONTROLLER AND ADMINISTRATOR

Conner Ash, a highly respected public accounting Firm with 100 years of providing tax, assurance and accounting services in the St. Louis area, is seeking an accurate, organized and deadline-oriented controller to oversee the firm's internal accounting and financial reporting, accounts receivable collections, accounts payable disbursements, payroll coordination and various human resource and benefits administration. This position can be structured as either a 32-hour or 40-hour per week role depending on the candidate's experience and the needs of the firm.

Key Responsibilities

- Maintain the firm general ledger and complete monthly account reconciliations
- Close monthly books and prepare financial statements for firm leadership
- Monitor accounts receivable, cash receipts and aging reports
- Monitor accounts payable, cash disbursements including expense report reimbursement.
- Provide payroll information to the third-party payroll provider and review payroll reports for accuracy
- Coordinate employee benefit enrollments and changes related to health, dental and vision insurance
- Identify and recommend practical improvements to accounting processes and internal controls

Qualifications

- 5+ years of accounting experience, preferably in public accounting, professional services, or legal environments
- Strong knowledge of general ledger accounting, reconciliations, month end close, and financial statement preparation
- Proficiency with accounting software and payroll portals
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Comfortable handling confidential financial, payroll, and employee information
- Able to work independently in a small-firm environment
- Clear communicator with employees, firm leadership, vendors, benefit providers, and payroll contacts
- Experience working with payroll providers and benefit enrollment processes a plus
- Experience with other aspects of the human resource function a plus
- 4+ years of higher education or a bachelor's degree a plus