



Title: Staff Accountant
Department: Finance
Reports to: Finance Director
Location: Overland Park, KS (Onsite role)
Status: Full-time, Non-Exempt

Elevate Your Career at CreativeOne!

Looking for a dynamic and rewarding career in financial services? Join us at CreativeOne, where we blend collaboration, innovation, and excellence to forge a path in the financial services industry. We pride ourselves on being a nationally recognized leader, devoted to empowering independent financial advisors with superior services.

We're Building a Better Financial Future, Together

We take immense pride in our work and are in search of like-minded individuals who are eager to make a significant impact. If you are ready to be a part of a team that's shaping the future of financial services, we would love to hear from you.

Position Summary:

The **Staff Accountant** will perform accounting and administrative duties to support the Finance department. This role will ensure payments are processed on time and accurately. The Staff Accountant will assist the Finance Director and other team members in all levels of Finance tasks to provide the best customer service to employees and management.

What You'll Do:

- Receive, review and prepare vendor invoices/bills into the accounting system.
- Process invoices accurately and in a timely manner.
- Ensure all vendor payments comply with company policies and procedures.
- Reconcile amounts and manage 1099 Vendor information for Advisor payments.
- Monitor and prepare expense management reports.
- Perform reconciliations between expense management reports and the accounting system.
- Communicate with employees and vendors to answer questions and follow-ups.
- Complete ad hoc projects as assigned by Finance managers.
- Assist with other Finance duties such as check deposits, check printing and scanning.
- Maintain the highest standards of accuracy, precision, discretion and confidentiality.

Preferred Qualifications/Experience:

- BA/BS in Accounting or related field of study or commensurate experience
- Strong attention to detail.
- Excellent verbal and written communication skills.
- Strong sense of teamwork to accomplish departmental objectives.
- Ability to multi-task, while providing exceptional service to advisors and teammates.
- Complete tasks within deadlines in a fast-paced environment.
- Proactive problem solver.
- Excel experience required.

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities. CreativeOne provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.