

Wilson-McShane Corporation

Fund Administrators

Bookkeeper

Bloomington, MN

Essential Duties and Responsibilities include the following:

- Prepare general ledger
- Prepare monthly bank reconciliations
- Record monthly investment activity
- Prepare checks and deposits as needed
- Closely monitor bank balances and fund when needed
- Perform general ledger account reconciliations
- Prepare monthly benefit plan financial statements
- Use on-line banking for multiple banks
- Perform year-end audit preparation
- Other duties as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

- Professionalism- Approaches others in a tactful manner and respectful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player. Works well with all levels of the organization.
- Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work; Organized.
- Quantity- Completes work in timely manner; Strives to increase productivity.
- Dependability- Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties.
- Communication- Speaks clearly; Listens well and asks for clarification when appropriate; Responds well to questions; writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

To perform the job successfully, an individual should have the following qualifications:

- Experience: Two year Accounting degree or two plus years related experience and/or training.
- Computer Skills: Proficiency with all aspects of Microsoft Office. Quick learner of other computer applications.