



CREATIVE PLANNING

Title: Staff Accountant

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

Creative Planning's Staff Accountant is responsible for assisting the Controller in maintaining timely and accurate bookkeeping of cash activity. In addition, the Staff Accountant will assist in both the payables and receivables processes for the various entities with Creative Planning. Operating in a high growth, fast paced environment the Staff Accountant will assist in the analysis of key performance metrics, trends, and forecasts while helping to seamlessly integrate the finance functions of acquired companies.

We do not accept resume submissions from third party-recruiters or staffing agencies. Please contact our recruiting team directly.

PRIMARY JOB DUTIES

- Assist daily bank reconciliation and bookkeeping activities - recording cash in and cash out per company accounting policies
- Help manage the payables process; reviewing vendor bills, recording amounts to appropriate general ledger accounts and processing payments
- Assist in the development and implementation of accounting procedures by analyzing current procedures and recommending changes
- Meet processing and reporting deadlines, assisting with month-end close processes
- Assisting with other bookkeeping functions
- Other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree in accounting or finance preferred
- 2+ years of accounting experience
- Working knowledge of GAAP and accrual accounting

PREFERRED EXPERIENCE / QUALIFICATIONS

- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail-oriented
- Hands on attitude to thrive in a flat organizational culture