



Job Title: Accounting Professional
Unit: Accounting
FLSA: Exempt
Date: September 2011

EDUCATION and/or EXPERIENCE

- Bachelors degree required with 3-5 years related experience in Corporate Accounting
- Detail oriented, strong problem solving and multi-tasking capabilities
- MS Excel proficiency required
- HRIS experience - Lawson preferred
- This role works as part of a team environment but must also possess the ability to work independently and be resourceful to manage their business functions
- The incumbent must be able to utilize common office equipment such as (but not limited to) copiers, fax machines, phone systems, workstations and lap top computers.

JOB SUMMARY

SCI's Accounting Professional is responsible for the entry, reconciliation and reporting of corporate accounts.

ESSENTIAL RESPONSIBILITIES include but are not limited to:

- General Ledger Accounts including G/L data entry, G/L account reconcilements, etc.
- Corporate Bank Account reconciliations
- Workers' Compensation Accounting
- Benefit reconciliation and accounting
- Interface with accounts receivable, accounts payable, and payroll

CORE COMPETENCIES

- **ADAPTABLE** - Able to work within a dynamic environment; willingness to help the company and peers accomplish goals and objectives.
- **ACCOUNTABLE** - Understanding his/her role in terms of the Accounting Professional position with PMG; responsible for his/her work and developing excellent relationships with clients.
- **EFFECTIVE COMMUNICATOR** - Demonstrates professional verbal and written skills; proper listening and questioning skills; able to articulate properly while continuing to demonstrate both a positive attitude.
- **GOAL ORIENTED** - Professional organization and time management; able to discern what is critical both internally and with clients; able to offer suggestions based on the

Operations Centers

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end or desired results that provides value to the customer and create win/win results for PMG and the client; independent thinker; meets deadlines.

- NEGOTIATOR/INFLUENCER - Ability to outline the goals/results expected and effectively communicates why a change may be needed; handles each issue in a way that promotes utilization of PMG's processes and services that will result in a positive overall influence of PMG's value to the economic buyer.
- INTERACTIVE - Able to develop long-standing relationships with clients; good social skills internally and with client base; maintains a sense of positive energy when approaching issues and concerns.
- POSITIVE ATTITUDE - Continuously approaching every interactive opportunity in a way that will create a win/win result rather than focusing on what problems exists; demonstrates the ability to be self-motivating as well as strives to motivates others by his/her example of positive action; perseverance, a steadfast pursuit of job objectives when faced with unexpected obstacles
- PROACTIVE - Able to identify 'Red Flags' with clients before there is an issue and escorting that issue to the proper Center of Excellence to be resolved as well as utilizing a consultative approach to address trends and opportunities that will demonstrated added value to the client.
- RESPECT - Respect for customers and co-workers; politeness on the job; understanding the needs of the client may differ from yours or PMG's
- PROBLEM SOLVER - Working within process and product definition to create solutions for internal and external customers

DOMAIN COMPETENCIES

- Fundamental knowledge of PMG Products & Services – maintains updated knowledge of products, services, technology and relative processes as well as thorough understanding of PMG values and concepts of strategic selling.
- Detail Oriented - ability to analyze reports and information to address and resolve any issues or concerns that may arise.
- Solutions Oriented – ability to align solutions with objectives and needs as well as the ability to evaluate solutions to determine areas of improvement.
- Process Oriented - follows through with all PMG processes and procedures to ensure compliance.
- Resourcefulness – ability to identify key resources including practical use of internet, manuals, books, and human resources to achieve appropriate training programs and materials.
- Strong business acumen. Ability to proactively recognize financial and operational impact of accounting processes on both PMG and Client operations.

NATURE OF SUPERVISION RECEIVED

Receives general direction and is competent to perform nearly all aspects of the job independently.

NATURE OF SUPERVISION EXERCISED

Responsible for staff as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to walk.
- The employee is occasionally required to stand.
- The employee must frequently lift and/or move up to 20-25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.