



United Equity, Inc. is seeking an experienced full-time **Controller and Bookkeeper** for our Delphos, Ohio main office location.

Responsibilities:

- Plan and coordinate all accounting operations.
- Collect data, prepare financial reports, and help make important financial decisions.
- Coordinate regulatory reporting and compliance.
- Prepare and make deposits. Scan checks for direct deposit.
- Reconcile accounts.
- Investigate and resolve discrepancies.
- Other duties and responsibilities as assigned.

Minimum Qualifications:

- Strong work ethic, including punctuality, reliability, efficiency, and a dedication to personal growth.
- Attention to detail.
- Responsiveness to requests for assistance in person or by phone, email, or texting.
- Polite and courteous verbal, listening, and written communication skills.
- Computer skills should include familiarity with word processing, spreadsheets, and accounting software.
- An ability to work independently but seek assistance when needed.
- Must be willing to work overtime as needed, especially during fall harvest season.
- Willingness to become a thinking, problem-solving, and contributing member of our team.

Preferred Qualifications:

- 4-yr degree in Accounting.
- 5 years of bookkeeping experience.
- Excellent communication skills.

Benefits:

- Wages commensurate with experience.
- Health insurance, Vision/Dental insurance, Life Insurance.
- Paid holidays.
- Paid time off.

For more information about our company, visit us on the web at www.unitedequityinc.com or on Facebook at <https://www.facebook.com/unitedequityinc/>

To apply, please send your updated resume to admin@unitedequityinc.com

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