

Join Our Team!

Open Position: Senior Corporate Accountant

At Holmes Corporation (HC), we are a team of innovators focused on achieving **our mission: to help professionals advance in their careers.** And our culture is the cornerstone of our identity and success. We believe that who we are – as a team, as individuals, as leaders, family members, and community members - centers us, empowers us, and drives inclusion to deliver growth and impact. It's the reason so many employees have dedicated decades of their career to HC. We set ambitious goals, and we make it fun to work together to achieve them.

Vision: to be a leading learning, engagement and growth partner worldwide, leveraging our innovative technology and services to transform certification and professional development programs, elevate member engagement, and foster workforce advancement.

Values: HC is a human-centric company focused on driving growth and impact for our organization, our partners, and the many learners that engage with our products and services around the world. Through fearless exploration and empowerment of our team, we will deliver innovative learning and engagement solutions and will be accountable for delivering results for our partners.

Position Summary

HC is seeking a highly motivated accountant to manage complex accounting activities and ensure the accuracy and integrity of financial records in compliance with GAAP and corporate policies. Candidates should possess excellent analytical and collaboration skills, with demonstrated experience in managing general ledger accounts, performing reconciliations, and a passion for driving process improvements.

Would you like to join a fast-paced, goal-oriented and fun-loving team? In this role, you'll work closely with accounting team members and across many cross-functional teams. You'll develop a passion for our products and services, and make an impact through your attention to detail, excellent analytical skills, and the ability to manage multiple priorities in a dynamic corporate environment, all while continually seeking to enhance processes and efficiency.

What You'll Accomplish

- Manage key accounting processes and functions.
- Maintain and reconcile General Ledger accounts to ensure accuracy.
- Drive process improvements
- Assist in the preparation for and execution of an upcoming ERP implementation.
- Perform daily data entry, ensuring proper documentation is maintained for all transactions.
- Identify opportunities to optimize and improve existing accounting processes.
- Review financial statements and accounts for discrepancies, notifying the Financial Controller or CFO when necessary.
- Foster continuous growth and success through process improvement; helping to create clean, clear and efficient financial reconciliations, reports and record keeping.
- Work collaboratively to support and achieve overall financial objectives.

What You'll Do:

- **Financial Reporting and Analysis:** Assist with the preparation of accurate monthly, quarterly, and annual financial statements. Conduct variance analysis and provide actionable insights on financial performance. Collaborate with management on ad hoc financial reports.
- **General Ledger Management:** Maintain and reconcile general ledger accounts with accuracy and timeliness. Ensure proper classification and documentation of transactions. Execute month-end, quarter-end, and year-end closing processes.
- **Cost Accounting:** Manage the Inventory module and related processes within our accounting software. Work closely with our Fulfillment Outsourcing Manager to ensure proper costing, monthly reporting and analysis.
- **Banking and Cash Management:** Oversee daily banking operations, managing cash flow, and ensuring sufficient liquidity for operations.
- **Compliance and Annual Tax Filings:** Assist in preparing documentation for annual tax filings and any internal audits. Ensure adherence to GAAP and other regulatory requirements. Strengthen and document internal controls to mitigate financial risks.
- **Accounts Payable Management:** Verify, process and reconcile invoices to ensure timely and accurate payment. Maintain vendor records and relationships. Ensure compliance with company policies and accounting regulations. Lead AP Automation project.
- **Royalty Payments:** Issue royalty payments to external stakeholders, ensuring timely and accurate disbursements in accordance with contractual agreements.
- **Process Improvement and Automation:** Evaluate current accounting processes to identify areas for improvement. Lead or support automation initiatives to enhance efficiency and accuracy. Implement best practices in financial processes to improve scalability.

What You'll Bring:

- 3-5 years of accounting experience required. 2 years of public accounting and CPA preferred
- Bachelor's Degree (B.A.) or master's in accounting from a 4-year college or university of an accredited technical school
- Background in GAAP accounting.
- Strong critical thinking, problem-solving skills, and keen attention to detail.
- Proven experience and passion for process improvement
- Exceptional communication skills and adaptability; ability to thrive in a fast-paced and dynamic environment.
- Proficiency in both general and accounting-related computer software, particularly Excel. With preferred experience in Great Plains, Net Suite or Sage Intacct.
- Hands-on experience with ERP implementation is a plus.
- Strong project management skills with the ability to oversee multiple accounts and handle various projects concurrently.
- A strong enthusiasm for teamwork, with a commitment to driving growth and creating a positive impact for the organization. As a dedicated accountant, you are eager to contribute fresh ideas, think innovatively, and pursue process improvements.



Benefits You'll Receive:

At HC we are committed to a culture where every employee is valued equally, and everyone feels like an integral part of a supportive and connected team. Our commitment to our values starts with providing benefits that allow our employees to care for themselves, support their families, and give back to their community. Join HC, and you'll receive:

- A competitive compensation plan with opportunity for advancement. Salary range for this role: \$80K/yr. - \$95K/yr. DOE.
- Opportunities for professional growth and development
- Flexible paid time off and company holidays
- Medical, dental and vision insurance
- 401(K) contributions with company matching program
- Year-round charitable donations gift matching program
- Flexible work environment - hybrid with two+ days in office in Eagan, MN
- Be Well Committee with weekly Yoga, Calm App, Walking Desks, etc.
- Opportunities to participate in company-wide volunteer events, employee appreciation activities, and celebratory events

HC is proud to be named one of the Top 200 Workplaces by Star Tribune in 2018, 2019, 2021, 2023 and 2024. It's a testament to the dedication we have to our employees' well-being and job satisfaction.

Ready to Make a Difference?

Interested candidates should submit their resume and cover letter to Nikki at accountingjobs@holmescorp.com. Please include Senior Corporate Accountant in the subject line.

Application Deadline: 3/31/25

Holmes Corporation is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.