

SENIOR ACCOUNTANT

REPORTS TO: CONTROLLER

SUMMARY: SENIOR ACCOUNTANT

Reporting to the Controller, the Senior Accountant will maintain general ledger accounts and related activities for the production of financial statements and reports. This position works closely with the Finance team and senior management. Job duties listed below are but not limited to:

ESSENTIAL DUTIES, RESPONSIBILITIES AND AUTHORITY;

- Maintain general ledger accounts for the production of financial statements and month end management reports.
- Review and reconcile sub-ledger transaction detail on a weekly basis for accuracy. Post corrected and approved sub-ledger activity to general ledger on a weekly basis.
- Review and reconcile general ledger accounts in preparation for month end close.
- Prepare journal entries and review accounting classifications in accordance with generally-accepted accounting principles.
- Assist in the preparation of monthly and annual financial statements, including balance sheet, income statement, cash flows, and department expenses.
- Assist in the preparation of month end and annual management reports.
- Assist in the preparation of documentation in support of external audits.
- Assist with fixed asset accounting and annual business property tax reporting.
- Support Finance team as needed in AP, AR, and reporting and analysis functions.
- Other duties as assigned.

REQUIRED SKILLS, EDUCATION AND QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance
- 5-7 years experience in Accounting
- Strong analytical skills
- Excellent communication skills, ability to meet deadlines and work in an environment with shifting priorities

APPLICATION SOFTWARE REQUIREMENTS:

- Proficient in MS Excel (pivot tables, VLookups)

WORKING CONDITIONS

Working conditions are normal for an office environment. Ability to work extended hours when needed.

US citizenship required, government security clearance desired.