

Position Overview: Senior Accountant

The Senior Accountant is responsible for executing, streamlining, and continuously improving accounting processes and the month end close process. Also prepares and records asset, liability, revenue and expense entries by compiling and analyzing account information. Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies. Supports senior management with analysis, reporting, budgeting, auditing and controls. This leadership role serves as backup for the Controller and for other members of the finance team as required. Works cooperatively with other department members and company personnel.

Duties and Responsibilities:

- Budgeting planning, reporting, forecasting and analysis
- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Develops and documents business processes and accounting policies to maintain and strengthen internal controls.
- Supports Inventory Management, Bill of Materials, and Purchasing processes.
- Maintains accurate Inventories through process control, audits, training, and physical inventory counts.
- Leads assigned month-end and year-end close processes.
- Research, compile, transmit multi-state sales and use tax.
- Lead and/or assists with credit/collections processes.
- Assist other departments to receive accounting information needed to complete contracts and insurance requirements (such as COI, Certified Payroll, Safety etc.).
- Compiles and updates sales commissions monthly.
- Ensures accuracy and effectiveness in all our accounting tasks.
- Works closely with IT resources to automate and streamline business processes.
- Other duties as assigned, including assisting Controller with special projects.
- Supports and fully participates in the company's continuous improvement processes and adheres to all company procedures and policies.
- "Follows and Lives" the company's stated values and works to promote our values with co-workers when needed - in a respectful and professional manner. As a key process leader within the company, generally helps maintain a healthy, positive, open, team-oriented culture.

Reports To:

- Officially reports to the Controller
- May also take direction from the President or Board of Directors for special projects.

Qualifications and Skills:

- BS or MS Accounting
- C.P.A. Certificate
- Minimum of 5 years relevant work experience required.
- High proficiency in Microsoft Office suite, especially Excel (spreadsheet analysis, pivot tables, etc.)
- Ability to complete tasks accurately, efficiently and on time in fast paced environment.
- Manufacturing and Cost Accounting experience preferred
- Microsoft NAV ERP experience a plus.

