

Job Title: Senior Accountant
Department: Finance
Reports To: Accounting Manager

Shift:
Location:
FLSA Status: Exempt

Position Purpose

- Assist Accounting Manager in the performance of the controllership functional activities. This includes: preparation of monthly financial reporting ensuring all deliverables comply with professional standards, perform all accounting related general ledger maintenance/reconciliations, and any special projects assigned by management.

Essential Duties & Responsibilities

- Prepare monthly financial reports and supporting schedules
- Prepare, review, and post monthly journal entries.
- Responsible for Fixed Asset Management to include but not limited to, FAS reporting, Reconciliations/Roll forwards, and monitoring capex spend
- Responsible for understanding the general ledger structure by maintaining monthly general ledger account reconciliations and analysis
- Responsible for managing/assisting external & internal audit work by providing data as requested and working with the auditors
- Help support cost data in system and costing activity
- Support budget and forecasting activities
- Maintain records of financial documents with appropriate supporting material
- Assist with physical inventory and cycle count program
- Recommend, design, and implement any necessary department controls and procedures with positive results in current processes
- Adhere to Generally Accepted Accounting Policies. Resolve questions of IFRS, GAAP and internal controls with corporate financial management as well as federal, state, and local legal requirements
- Support Finance with special projects as assigned

Knowledge / Skills / Abilities

- Strong attention to detail, deadline-oriented with reporting analytical skills
- Accuracy in work and thoroughness, with the ability to prioritize and work independently
- Computer proficiency with strong working knowledge of Excel and MS Word, as well as systems and data management experience with ERP systems
- Thorough knowledge of general accounting applications

Qualifications / Prior Experience

- Minimum of five (5) years of experience within Cost Accounting
- Bachelor's degree in Accounting or related field or related experience.

Work Environment / Other Requirements

- Must be able to use office equipment (scanner, printer, copier, and computer).
- Must be able to lift 25 pounds
- Must be able to talk/hear/sit for prolonged periods of time
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.