

JOB TITLE: Senior Accountant	SHIFT: 1
DEPARTMENT: Finance	LOCATION: Owatonna MN
REPORTS TO: Accounting Manager	FLSA STATUS: Exempt

POSITION PURPOSE:

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare monthly financial system reports and supporting schedules.
- Prepare and review processing of monthly journal entries.
- Responsible for maintaining monthly G/L account reconciliations, posting entries to the proper accounts and analysis.
- Responsible for assisting external audit work by providing data as requested and working with the auditors.
- Provide data to other functional areas as needed.
- Support budget and forecasting activities.
- Maintain records of financial documents with appropriate supporting material.
- Recommend, design, and implement any necessary department controls.
- 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.
- Follow all documented procedures and training.
- Other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES:

- Attention to detail, deadline-oriented with strong analytical skills
- Advanced Microsoft Excel skills
- Accuracy in work and thoroughness
- Strong customer service mindset
- Strong analytical skills including ability to work with large amounts of data
- Thorough knowledge of general accounting applications
- Must be able to communicate effectively verbally (in person or by telephone) and in writing, with the ability to work independently, as well as cooperatively and collaboratively with all levels of employees, management and third parties.

QUALIFICATIONS / PRIOR EXPERIENCE:

- Bachelor's Degree in Accounting
- 5-7 years of accounting background with emphasis in manufacturing accounting.
- Hyperion-HFM experience preferred
- AS400 system experience

WORK ENVIRONMENT/OTHER REQUIREMENTS:

- Must be able to use normal office equipment (scanner, printer, copier, computer)
- 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.
- Infrequent travel is required.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Interested candidates please submit resume to anni.yule@amesburytruth.com