



Job Title: Senior Accountant

Reports To: CFO

FLSA Status: Exempt

Responsible for the preparation and entering of journal entries, reconciliations, special projects, and assisting senior accounting staff with research and analysis of accounts.

Job Responsibilities:

- Prepare journal entries and enter into general ledger accounting system (NetSuite)
- Learn and be able to perform full revenue cycle process
- Reconcile balance sheet accounts, researching and analyzing activity, resolving issues timely
- Prepare and distribute various monthly and yearly financial reports
- Assist with annual and periodic audits
- Interact with bank and internal personnel
- Perform special projects as assigned

Skills/Abilities:

- Great Communication skills and analytical ability at a level to interact with management
- Team player
- Must possess strong interpersonal skills
- Must be able to meet deadlines
- Ability to manage multiple priorities and work independently
- Must meet company guidelines for attendance and punctuality

Education/Experience:

- B.S. or A.S. in Accounting, Finance with 3.5 GPA or higher and/or experience commensurate with such
- 1 to 3 years of accounting work experience
- Payroll, accounts payable, accounts receivable, and reconciliation experience
- Proficient with Microsoft Excel
- NetSuite experience is a plus

Physical Requirements:

- Indoor office environment with moderate noise
- Intermittent physical effort may include lifting to 25 lbs., walking, stopping, kneeling, crouching or crawling may be required
- Frequent sitting, use of a keyboard, reaching with hands and arms, talking and hearing approximately 70% of the time; 30% or less time is spent standing
- Normal vision abilities required including close vision and ability to adjust focus

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