**Senior Accountant**

**Position Summary**

The Senior Accountant will report to the Controller and will be responsible for supporting the management of the department by ensuring the accuracy of the company’s financial records. This position is responsible for identifying and preventing discrepancies and helping set up control systems.

An effective Senior Accountant has good knowledge of accounting principles. You must be an organized professional with great eye for detail. You must be reliable and able to carry out tasks autonomously and collaboratively.

The goal is to contribute to keep the accounting and financial processes of the company up to standard and ensure accurate financial reporting and control.

**Key Responsibilities**

· Provides the general accounting function, which includes payroll, sales tax management, accounts payable, WIP, cash management/reconciliation, financial reporting, balance sheet management.

· Develops and evolves accounting policies and procedures that improve efficiency.

· Assist in the preparation of financial statements in compliance with official guidelines and requirements.

· Provide support for journal entries, invoices, etc. and reconcile accounts for the monthly or annual closing.

· Participate in preparation for the annual audit.

· Help in development of reports for management or regulatory bodies.

· Review the company’s accounting information to identify and resolve inaccuracies or imbalances.

· Utilize accounting IT system to facilitate processes and maintain records.

**Attributes / Qualifications**

· 4+ Years of GL Accounting Experience or Public Accounting

· Solid knowledge of GAAP accounting and regulations

· Excellent knowledge of accounting and financial processes (budgeting, financial closure, reporting, etc.)

· Well-organized with the ability to prioritize

· Very good communication and interpersonal skills

· Attention to detail and problem-solving ability

· BS/BA in accounting, finance or relevant field is required

Job Type: Full-time

Schedule:

* Monday to Friday

Education:

* Bachelor's (Required)

Benefits:

* Profit Sharing
* Medical/Dental/Vision/Health Savings Account
* 401K Company Matched
* Contributions to Charity
* Quarterly Lunches
* Quarterly Events
* PTO
* Major Holidays

EEO Employer

Salary: DOE

Masks required

“Helping to Protect the Environment and Lead with Integrity”