



Job Title: SENIOR ACCOUNTANT

Date: 3/18/2020

Department: Accounting

Reports to: Corporate Controller

Job Type: Full-time, Salaried, Exempt

Supervisory Duties: None

Position: Mid-level

POSITION SUMMARY:

We are looking for an experienced Senior Accountant to oversee general accounting operations by recording and verifying our financial transactions. Responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing financial statements as part month-end close processes. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

Senior Accountant duties also include ensuring accuracy and integrity in all our accounting tasks.

ESSENTIAL RESPONSIBILITIES:

- Prepare and enter journal entries to record and adjust monthly activities
- Prepare account reconciliations to support month-end balances and reconcile discrepancies
- Review monthly general ledger activity for errors and inconsistencies
- Prepare monthly financial statements and reports
- Support month-end and year-end close processes in accordance with deadlines
- Ensure compliance of company financial records with GAAP principles
- Report monthly sales data to sales team and management
- Review and correct monthly sales rep commission reports.
- Maintain fixed asset information through processing and reporting
- Prepare monthly TTB drawback returns for submission
- Assist in the annual budgeting process and provide budget to actual analysis
- Assist with year-end review and tax processes, including preparation of schedules for external accountants, to ensure compliance
- Respond to inquiries regarding special financial reporting requests
- Assist accounting clerk with backup for A/R and A/P duties
- Make recommendations for developing and improving accounting systems and processes
- Develop, implement and maintain procedures and policies to maintain and strengthen internal controls.
- Provide input into department's goal setting process





QUALIFICATIONS & SKILLS:

- Bachelor's degree in accounting required; advanced certification (e.g. CPA or MBA) preferred
- 2-3 years relevant experience; public accounting experience is a plus
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Thorough knowledge of basic accounting procedures
- Experience with general ledger functions and the month-end/year-end close process
- Experience with financial accounting statements
- Proficiency with MS Office Suite; Advanced MS Excel skills including Vlookups and pivot tables
- Aptitude for accuracy and attention to detail
- Aptitude for analytical and problem-solving skills
- Aptitude for computer software and a willingness to learn new programs
- Aptitude for time management and organization skills with the ability to multi-task
- Aptitude for providing excellent internal and external customer service
- Ability to meet communicated schedules and deadlines
- Awareness of business trends

PHYSICAL DEMANDS:

- Involves work of a general office nature; typically includes extended periods of sitting and/or operation of a computer
- Regularly required to talk, hear and use hands and fingers to write and type
- Ability to speak clearly so others can understand you
- Ability to read and understand information and ideas presented orally and in writing
- Ability to communicate information and ideas in writing and orally so others will understand
- Regularly required to utilize vision abilities, allowing reading of printed material, graphics and computer displays

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional exposure to scent, noise, dust, heat, cold, etc. making conditions less desirable than usually found in offices.