



JOB TITLE: Senior Accountant	DEPARTMENT: Accounting
TYPE: Non-Exempt	REPORTS TO: Controller

Job Purpose:

The senior accountant is responsible for keeping financial records updated, preparing reports and reconciling statements and accounts. The senior accountant utilizes accounting software programs to process business transactions. This role also records journal entries, performs treasury functions, and assists with annual audit reporting.

Essential Duties and Responsibilities:

- Maintains accounting records by making copies; filing documents.
- Reconciles statements by comparing statements with the general ledger.
- Maintains accounting database by entering data into the computer; processing backups.
- Determines value of depreciable assets by running depreciation software program.
- Prepare and post journal entries to the general ledger.
- Track tax payments and compile information for tax filing.
- Reconcile accounts monthly and prepare reports to present to management.
- Assemble financial data for audits.
- Track deposits made to bank and handle deposit transfers.
- Sets up financing with banking partners for equipment loans.
- Research, track and restore accounting or documentation problems and discrepancies.
- Reconcile petty cash and prepare reimbursement voucher monthly.
- Print daily bank reports and update the bank spreadsheet.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Any and all other duties assigned by management

Qualification Requirements:

- Outstanding organizational and time management skills
- Ability to multitask, prioritize and meet deadlines.
- Knowledge of accounting procedures
- Experience in data collection, entry and reporting with great attention to detail and confidentiality
- Strong account reconciliation skills.
- Working knowledge of Microsoft Office, Outlook.
- Possess effective oral and written communications skills with aptitude in problem solving
- High school diploma or equivalent; BS/BA in accounting/business administration is a plus
- Must be able to pass random drug screening tests.
- Must be able to move up to 25 lbs.

Employment Disclaimer: *To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract. Management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the American with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*