FINANCIAL ACCOUNTANT

Job Description:

Financial accountants analyze current and past transactions to present valuable information about company's financial performance. Financial accountants audit accounts, monitor company transactions, and provide information about financial records. Financial information can include financial reporting, taxation, auditing, forensic accounting, corporate finance, business recovery and insolvency, or accounting systems and processes.

Job Responsibilities:

* Monitor, audit, and maintain all company financial records
* Organize and update financial records as needed (digital and physical)
* Analyze transactions and prepare reports
* Report errors or suspicious results to supervisor
* Assess budgets and advise
* Perform regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
* Gather and monitor financial data (i.e. sales revenues and liabilities)
* Preparing monthly, quarterly and annual statements (i.e. balance sheets, profit & loss statements)
* Forecast revenue and analyze profit margins
* Oversee ledger reconciliation and manage accounts payable/receivable
* Participate in budgeting processes
* Brief senior managers regularly on the company’s financial status
* Liaise with Tax Accountants to track tax payments and returns
* Monitor bookkeeping activities regularly
* Keep company financial information confidential
* Establish accounting policies and procedures
* Stay informed on industry developments and changes in regulations
* Maintain corporate financial confidentiality
* Review and sign off on annual reports due to the Securities and Exchange Commission.

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Masters in Accounting, Finance, or related field preferred
* Certification in Public Accounting
* Additional certifications preferred
* Experience in accounting

Opportunities in finance accounting are available for applicants without experience in which more than one financial accountant is needed in an area such that an experienced financial accountant will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting and financial procedures
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Strong analytical skills
* Strong attention to detail
* Integrity
* Awareness of laws and regulations related to finance and accounting