SENIOR ACCOUNTANT

Job Description:

Senior Accountants prepare financial reports, perform research and analysis, maintain the general ledger, perform account reconciliations, assist with audit preparations, and carry out other accounting duties as may be required.

Job Responsibilities:

* Coordinating accounting functions and programs.
* Preparing financial analyses and reports.
* Reconciling sub-ledger to general ledger account balances
* Preparing revenue projections and forecasting expenditure.
* Assisting with preparing and monitoring budgets.
* Maintaining and reconciling balance sheet and general ledger accounts
* Produce monthly, quarterly, and annual balance sheets and profit and loss statements
* Assisting with annual audit preparations
* Investigating and resolving audit findings, account discrepancies, and issues of non-compliance
* Preparing federal, state, local, and special tax returns.
* Contributing to the development of new or amended accounting systems, programs, and procedures.
* Assume responsibility of accounting procedures
* Assisting in the design and preparation of budgets for review by management
* Maintaining and reconciling fixed assets schedules
* Evaluate the company’s performance using key data
* Make forecasts to assist business planning and decision-making
* Conduct risk assessment and advise on ways to minimize risk
* Advise on problems and suggest improvements
* Supervise accounting staff
* Performing other accounting duties and supporting junior staff as required or assigned.
* Approves reports and delegates tasks to junior and staff accountants
* Stay informed on industry developments and changes in regulations
* Maintain corporate financial confidentiality

Job Qualifications:

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

Opportunities in senior accounting are available for applicants without experience, but who meet the other required qualifications, in which more than one senior accountant is needed in an area such that an experienced senior 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 and financial software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Strong analytical skills
* String investigative and research skills
* Thoroughness with strong attention to detail
* Integrity
* Ability to teach and train accountants
* Ability to resolve interdepartmental issues
* Ability to resolve staff conflicts
* Awareness of laws and regulations related to finance and accounting