



JOB DESCRIPTION

Job Title:	Senior Accountant		
Department:	504 - Accounting	Reports to:	Controller
Status	Exempt/Salary	Revision Date:	September 15, 2023

SUMMARY: This position is responsible for performing daily and month general accounting activities through the trial balance; presenting financial information to the CFO and for providing guidance and technical support to the Accounts Payable and Accounts Receivable Departments.

DUTIES AND RESPONSIBILITIES:

- Prepare monthly financial package including variance analysis.
- Monitor General Ledger.
- Responsible for reconciliation of G/L Accounts,
- Reporting should be timely, with the ability to meet deadlines for monthly, quarterly, and annual financial reporting requirements.
- Coordinate and participate in audits by independent auditors.
- Collaborate with department heads and senior management to develop annual budgets. This involves gathering input, analyzing historical data, and assisting in preparation of the budget.
- Strong project management skills to effectively oversee financial projects and initiatives within the organization.
- Proficiency in data analysis tools and techniques is necessary to extract insights from financial data and present it effectively.
- Assist in Fixed Asset Maintenance.
- Research and release A/P hold.
- Responsible for backup to Senior A/R Administrator.
- Serve as administrative resource to Shipping Department in area of Import/Export compliance.
- Provide support to the Senior Cost Accounting position.
- Prepare internal analysis reports for operation management.
- Prepare journal entries for the month end process.
- Aid in insurance renewal and audit process.
- Perform other duties as required or requested.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting or Finance and five (5) years of related experience.

QUALIFICATIONS:

- Excellent administrative, analytical, planning and organizational skills.
- Exceptional interpersonal and team-player skills.
- Proficient in MS Word, Excel, Outlook, and SAP software.
- Advanced excel skills, including functions, formulas, data analysis, and modeling.
- Financial modeling skills, ability to create complex financial models to support budgeting, forecasting, and strategic planning a plus
- Experience in manufacturing environment with working knowledge of SAP Financial software a plus.

SUPERVISORY RESPONSIBILITIES:

- Yes

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

JOB DESCRIPTION: Sr Accountant

- Work environment consists of office setting.
- Light physical effort must be able to move and lift files and light office boxes.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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