



Senior Accountant Job Description

We are looking for a skilled Senior Accountant who will assist in overseeing the general accounting operations and review of our financial data. Responsibilities will include assisting with payroll tasks, general ledger review and ensuring accuracy and effectiveness in all accounting tasks. The position requires both excellent analytical skills and an in-depth knowledge of accounting principles. Leadership experience in managing accountants is a plus.

Senior Accountant responsibilities are:

- Review and manage accounts payable and receivable
- Review general ledger and analyze financial data
- Develop recommendations to optimize company's accounting systems and procedures and detect inaccuracies
- Review month-end and year-end close schedules
- Ensure that accounting procedures comply with GAAP requirements
- Assist with payroll processing

Senior Accountant requirements are:

- 3+ years of experience working closely with a Financial Controller, Director or Accounting Supervisor
- Extensive experience with typical accounting procedures, general ledger functions and month-end/year-end closing processes
- Good knowledge of GAAP
- Experience with Microsoft Dynamics – Great Plains accounting software
- Good knowledge of MS Office, especially Excel
- Strong analytical and quantitative skills with accuracy and attention to detail
- BS degree in Accounting; a CPA certification will be a bonus
- Possess strong leadership skills and a commitment to train, mentor and develop others