



## POSITION DESCRIPTION

**POSITION TITLE:** Senior Staff Accountant

**DEPARTMENT:** Accounting

**REPORTS TO:** Controller

### **OBJECTIVES OF POSITION:**

Provide financial accounting support and ensure accuracy and efficiency of operations. Process and post payroll while working with the HR Department and the third-party payroll provider.

### **DUTIES/RESPONSIBILITIES:**

- Perform day to day financial transactions including verifying, classifying, computing, posting, and recording data ensuring timeliness and accuracy
- Perform month-end and year-end journal entries and analysis including preparation of working papers for auditors' review
- Reconcile balance sheet accounts including bank reconciliations and general ledger accounts
- Daily review and entry of bank transactions into the general ledger including bank deposits
- Keep track and process accounts and incoming payments in compliance with financial policies and procedures
- Preparation and submission of weekly borrowing base certificate
- Create detailed process documentation, ensuring accounting implications of processes are clearly understood
- Processing payroll and working as a liaison with the third-party payroll provider to ensure timeliness and accuracy
- Maintain fixed asset register and ensure reconciliation with the general ledger
- Generate financial records and reports including analysis
- Other duties as assigned

### **PREFERRED QUALIFICATIONS AND EDUCATION:**

- 3 – 5 years preferred experience in similar and/or related field
- B.S. in accounting preferred and/or equivalent experience
- CPA preferred but not required
- Attention to detail and accuracy
- Good written, verbal communication and collaborative skills
- Proficiency in Excel should be excellent and intermediate in other Microsoft Office products
- Strong organizational skills
- Detail oriented
- Proven ability to prioritize objectives and duties
- Problem solving and analytical skill