

ROCKISLAND

JOB DESCRIPTION: Senior Accountant

Title: Senior Accountant
Reports to: Chief Financial Officer

Job Summary

The principal function of this position is to perform the duties of general ledger management, accounts payable, and work order reconciliations. This role may participate in the implementation of new programs as it pertains to the Finance department. This employee must have an excellent overview of the entity's operations and the various streams of income and expenses within the entity.

Responsibilities

- Perform reconciliation functions for all Finance workflows: bank reconciliation, balance sheet reconciliation, deferred revenue, work order reconciliations, Company credit cards, and fixed assets
- Aid the Special Projects Administrator in work order reconciliations, inventory reconciliations, and customer construction billing questions
- Assist the CFO in compiling management and financial reports as needed, including preparation of annual fiscal budget
- Maintain the fixed asset subledger; including fixed assets added through the work order system
- Receives and reviews invoices aids department in invoice coding
- Maintains vendor listing
- Investigates and reconciles vendor statements with payments
- Manages the company payroll services and ensures compliance and accuracy in monthly payroll activities
- Ensures compliance with department policies and procedures
- Maintain knowledge and application of all billing rate schedules
- Assist customers with escalated questions regarding billing or collection issues
- Keeps immediate supervisor and designated management fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Provide necessary reconciliations and support for annual financial audit
- Attend walkthroughs during annual financial audit

Basic Qualifications

- Associates Degree
- Minimum of 5 years in accounting role
- Performance of complex accounting reconciliations

Preferred Qualifications

- Experience with ERP system Sage Intacct will be considered with high regard
- Experience with CRM Salesforce, a plus
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work;

Skills

- Good knowledge of the Generally Accepted Accounting Principles
- Good knowledge of financial office procedures and practices
- Ability to accurately handle multiple tasks
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes
- Ability to make decisions in accordance with established policies and procedures
- Ability to independently solve problems within assigned areas of responsibility
- Ability to handle confidential financial, administrative and employee information with tact and discretion
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures, and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to operate a computer appropriate to assigned duties