

Position: Senior Staff Accountant



Position Classification:	Full Time / Non-Exempt
Position Reports to:	Accounting Manager
Position Supervises:	None

Position Summary

The Senior Staff Accountant is responsible for the general maintenance, preparation, and reconciliation of the company's financial records.

Responsibilities

Duties include but are not limited to the following:

Essential functions

The Senior Staff Accountant will play an integral role in the success of the accounting team. Specifically, they will be responsible for:

- Preparation of general ledger entries by maintaining records and files.
- Reconciliation of accounts monthly to ensure accurate reporting and ledger maintenance.
- Maintenance of the department's workpapers and account reconciliations.
- Researching and correcting account discrepancies.
- Reviewing and analyzing financial data to create reports as requested
- Completing margin analysis and reporting projects.
- Preparing, filing, and paying sales taxes and business licenses for multiple jurisdictions as scheduled.
- Preparation and distribution of financial reports for internal parties.
- Obtaining and maintaining a thorough understanding of financial reporting and general ledger structure.
- Maintain detailed record of capital purchases and capital leases.
- Completion of cost accounting projects as assigned.
- Prepare documentation for any external financial or tax audits, reviews, etc.
- Assisting with evaluation of internal controls.
- Answering accounting and financial questions by researching and interpreting data.
- Protecting Ingenium by keeping information confidential.
- Recommending process improvements and helping implement when approved by management.
- Other duties as assigned by supervisor.

Non- Essential Functions

- Updating job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

Qualifications and Experience

- Minimum 3-5 years of progressive accounting experience.
- Knowledge of fundamental concepts, practices, and procedures of accrual accounting and compliance with GAAP.
- Resourceful, self-motivated with a sense of urgency and strong work ethic.
- NetSuite experience preferred.
- Adept at time management and able to work within finite deadlines.
- Ability to work independently using good judgement and as a team player.
- Must possess strong analytical skills and the ability to present results of analysis.
- Excellent communication skills including written, verbal, and listening, with the ability to effectively communicate with and work well with others in order to manage projects, department deadlines, customer and internal request expectations, etc.
- Embodies strong traits such as decision-making, problem solving and possessing good judgment
- Must exude professionalism.
- Pleasant telephone manner with an upbeat and friendly demeanor.
- Ability to project a calm and professional demeanor regardless of the type of environment (calm or fast paced).
- Exceptional organizational skills with a high consideration to detail and high level of accuracy.
- Driven and highly self-motivated.
- Desire to learn and advance in a fast-paced environment.
- Trustworthy, honest, respectful, and flexible.
- Must be able to be entrusted with confidential information.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.
- Strong knowledge of basic Microsoft Excel formulas, VLOOKUP's, SUMIF's, pivot tables, etc.
- Must have a valid driver's license and 3 years of driving experience in operation of the vehicle class type required for this position.
- Must have a clean DMV driving report.

Core Competencies

Time Management

Successful Senior Staff Accountants use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for Senior Staff Accountants is to understand the scope of a project before beginning work on it. Top Senior Staff Accountants understand their tasks, why they are performed, and how they fit into the big picture. They make sure their journal entries make sense and that reconciling differences are appropriate and easy to explain. If something doesn't seem right, it probably isn't, and they seek an explanation. Understanding the big picture will help them to prioritize and ask for help, when necessary, instead of spending time caught up in unnecessary details.

Communication

Successful Senior Staff Accounts have strong communication skills. They provide regular updates to their managers and communicate the status of their projects to both managers and coworkers, especially during month-end and year-end closes. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation.

Accuracy

Accuracy is key in the field of accounting. Senior Staff Accountants must become experts at self-review by coming back to their work as a reviewer would to find any mistakes before sending it to their manager. They must also develop an understanding of materiality: the bigger the dollar amount relative to the whole, the more times they check it.

Professional Integrity

Every Senior Staff Accountant must demonstrate the highest standard of professional integrity, adhere to company policies and procedures, comply with applicable laws, government rules and regulations and maintain complete confidentiality with sensitive information. Each member of the accounting department is responsible for safeguarding the assets of the company, including keeping information secure that not all external or internal parties may be or should be privy to.

Teamwork

The accounting department works together daily to complete projects and meet deadlines, which makes teamwork imperative. Top Senior Staff Accountants make their manager's priorities their priorities and gain a reputation for taking extra steps even for small tasks and provide solutions rather than creating different problems. They assume that their manager is always pressed for time and has deadline to meet. They communicate what their planned priorities are but offer to help with more pressing matters if necessary. This flexibility and willingness to help wherever needed helps ensure that the department's goals and deadlines are met.

Appetite for Learning

A successful Senior Staff Accountant understands that education is never complete and takes responsibility for their education by reading books and articles, watching videos, and listening to recordings on topics such as time management, writing skills, teamwork, communication skills, project management, etc. They stay up to date on current accounting standards and interpretations, recognizing that the profession is constantly evolving. They are interested in advancing their skills and express interest in learning more from their coworkers and managers and apply newly learned skills to their daily work to become more efficient and valuable to the company.

Education and Certifications

- Bachelor's degree in accounting required.
- Accounting certification (CPA, CMA, etc.) preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employees shall not work over 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 40 hours per week or 8 hours a day (CA). Employees must also follow the company's policies regarding required meal breaks.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	