



**TITLE:** Senior Accountant

**REPORTS TO:** Controller

**General Responsibilities:**

Responsible for the support of all aspects of the company's financial reporting process with a focus on: internal auditing, budget compliance, and cost analysis, assuring financial results are accurately reported, promoting an understanding of financial results, responding to inquiries on a timely basis, and assuring the company complies with generally accepted accounting principles, corporate policies, and other mandated regulations.

**Specific Duties:**

- Responsible for preparation and auditing of Income Statements. Seeks ways to facilitate timely and accurate reporting
- Prepares balance sheets, profit and loss statements, departmental expense statements and other management reports as requested
- Prepares various financial schedules required to support the financial statements.
- Analyzes financial data and prepares financial metrics according to management needs
- Prepares information for annual financial audit
- Prepares various tax schedules including state allocation reports, and other supporting reports required for tax compliance
- Responsible for timely filing of all US Census Bureau reports
- Maintain corporate travel expense policy
- Back-up role for Ravenwood financial processing
- Independently or as part of a team identifies and implements business process improvements. Focuses on cost reduction measures and promotes a culture of cost containment and reduction
- Internal Excel power user. Works to increase other users' knowledge and efficiency in use of the tool

**Job Qualifications:**

- Bachelor's degree in Finance or Accounting; working knowledge of GAAP
- 5+ years of experience in accounting or finance
- Strong internal auditing and financial analysis skills
- Proficiency with personal computers and associated word processing/spreadsheet skills; experience working with ERP/MRP systems
- Demonstrated customer service focus

**ADA Physical/Mental/Workplace Requirements:**



- Occasional lifting up to 25 lbs
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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