

## JOB PROFILE

POSITION: Senior Accountant  
DEPARTMENT: Finance  
REPORTS TO: Controller  
DATE: October 2009

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### OVERALL OBJECTIVE:

Maintain accurate records of all financial related transactions, and provide financial reporting on a timely basis for multiple business entities.

### RESPONSIBILITIES:

- Assist controller with managing the month end closing process
- Ensure that general ledger is accurate and all journal entries are up to date
- Prepare journal entries such as daily cash receipts, vendor payments, and various closing entries
- Coordinate efforts across the financial team to ensure that all daily activities are recorded properly and timely
- Oversee daily posting activities for cash, check, credit card and other payment forms; maintain posting of deposits, perform reconciliations, and maintain all proper reporting
- Assist accounts payable staff in preparing and recording vendor payments
- Oversee or perform (as directed by managing supervisor) all balance sheet reconcilements as necessary on a routine periodic basis
- Oversee or perform as necessary all general journal entries and related transaction support and logs to assure accurate reflection of financial transactions of the business in the official accounting records of the business
- Assist financial department with any ad hoc or periodic third party governmental tax, regulatory, informational or other reporting requirements of the business.
- Design, maintain and monitor all procedures and policies of the accounting function to ensure efficient and transparent financial recording and reporting practices
- Assist department with preparation of schedules for internal or external audits and examinations of the books and records of the business
- Maintain weekly updated cash flow projection
- Prepare reports as required to support requests by the Chief Financial Officer

### SKILLS AND EXPERIENCE

- Bachelor's Degree in Accounting/Finance required.
- Five (5) years experience working within an accounting department, with increasing roles of responsibility.
- Large ERP experience, with preference to knowledge of Oracle general ledger software.
- Highly evolved oral and written personal communication skills required.
- Ability to prepare accurate Financial Statements including income statements, balance sheets and statement of cash flows

### ENVIRONMENT AND SCOPE:

Enjoy working within an environment where the business and processes are evolving to support a growing organization.  
Ability to have an impact on the business.