

## SENIOR ACCOUNTANT

A successful candidate will participate in the ongoing creation and maintenance of general ledger accounts and related activities to enable timely and accurate production of financial statements. Includes the preparation of account reconciliations and analyses, management and review of inter / intra-company balances, creation and review of journal entries, and reviews of accounting classifications and internal controls, all according to GAAP.

Preferred candidates will have the following attributes

- Bachelor's Degree in Accounting
- 4+ years of professional accounting experience
- CPA/MBA is strongly preferred
- Solid understanding of GAAP and financial statement interaction
- Highly detailed-oriented and organized
- Ability to meet assigned deadlines
- Experience solving moderately complex problems and / or conducts moderately complex analyses
- Completes assignments independently and handles complex accounting activities
- Ability to analyze, interpret and report financial data
- Ability to communicate effectively, both verbally and written, and provide clear and detailed information to others
- Personal computer skills required, prior experience with Excel and Word
- Highly proficient in Microsoft products and other applicable accounting and financial systems
- Experience in Sage Intacct and CMAP

Responsibilities

- Maintain general ledger accounts and related activities for the production of financial statements and reports
- Reconcile, analyze and review general ledger accounts in preparation for month-end close
- Prepare journal entries and reviews accounting classifications in accordance with generally-accepted accounting principles
- Prepare documentation in support of external and internal audits
- Perform ad hoc reporting and analysis and investigate issues providing explanations and interpretation
- Prepare income statements, balance sheets, and cash flow statements with detailed analysis of results to budget
- Provides explanations and interpretations within area of expertise
- Partner cross-functionally with leadership, project managers, clients, and other business teams to facilitate accurate recording and reporting of project activity
- Perform work in a self-directed manner solving complex accounting issues and transactions
- Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records
- Responsible for evaluating, recommending, maintaining, and monitoring appropriate internal controls and related documentation
- Prepares complex financial reports in a timely and accurate manner
- Owns month-end close and reporting of financial result
- Review and communicate top customer reporting and other monthly reporting of actual results