



Job Description

Position Title	Department	Reports to
Senior Accountant	Finance	Accounting Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	March 2021

POSITION SUMMARY

The successful Senior Accountant will possess strong Excel skills, be detail oriented, highly organized, and be able to work with little to no supervision and perform under pressure.

An outstanding Senior Accountant should have a solid working knowledge of Generally Accepted Accounting Principles (GAAP) and strong financial analysis skills. To be successful in this position you should have the ability to prepare financial reports, perform accounting reconciliations, maintain the general ledger, prepare tax returns, assist with audit preparations, and perform other accounting duties as assigned.

The ideal candidate will be flexible, collaborative, a creative problem-solver, and supportive of all internal teams and its members.

This is a unique opportunity to become part of a rapidly growing, nationally recognized provider of products and services to the construction and critical containment sectors. Significant potential for advancement exists as the company continues its rapid growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Coordinating accounting functions and programs.
- Preparing financial analyses and reports.
- Preparing revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Investigating and resolving audit findings, accounts discrepancies, and issues of non-compliance.
- Preparing federal, state, local, and special tax returns.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting other team members as required or assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in accounting or finance required.
- 3+ years of accounting experience.
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.

- Strong communication skills, both written and verbal.
- Strong organizational and stress management skills.
- Proficiency in Microsoft Office, particularly with Excel.
- Ability to train and manage staff.
- Ability to work with little to no supervision.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to high. The employee must occasionally lift and/or move up to 40 pounds.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.