POSITION: Senior Accountant

ACCOUNTABLE TO: Accounting Manager

DEPARTMENT: Finance

SUPervises: Accounts Payable and Payroll/Accounts Receivable

PRIMARY OBJECTIVE OF POSITION

Responsible for production of periodic financial reports, including timely monthly financial statements, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

POSITION RESPONSIBILITIES:

1. Accounting for DCI, Inc.
   a. Reconciling sub-ledger to general ledger account balances.
   b. Prepare and post journal entries.
   c. Prepare timely monthly financial statements.
   d. Support month end and year end close.
   e. Establish processes and procedures to ensure efficiency and integrity of financial reports and statements.
   f. Establish and monitor adequate controls to ensure the safeguarding of company assets.
   g. Monitor job closings and the job costing for accuracy and opportunities for operations to improve.
   h. Prepare and file sales tax.
   i. Cash management, including oversight of accounts receivable, collections and accounts payable.
   j. Assisting with budget preparation and monthly analysis against budgets.
   k. Maintaining and reconciling fixed asset schedules.
   l. Supervision of Accounts Payable, and Payroll/Accounts Receivable.

2. Supervision
   a. Supervise, train, coach, and motivate assigned accounting personnel.
   b. Determine and recommend staffing needs for assigned accounting department.
   c. Help hire and train assigned accounting personnel.
   d. Evaluate individual productivity and performance of assigned accounting personnel.

3. Perform other duties as assigned.
SPECIAL OR OCCASIONAL RESPONSIBILITIES:

1. Attend meetings and seminars as assigned.
2. Keep up to date on financial industry standards.

QUALIFICATIONS:

1. College degree in business administration or finance with accounting major from an accredited college/university or equivalent experience or the equivalent job experience.
2. 3 years accounting experience in a similar roll required.
3. Working knowledge of business processes and workflow.
4. 2 – 3 years experience in a manufacturing environment and working knowledge of ERP/MRP’s and related accounting systems preferred.
5. An aptitude for accuracy, attention to detail, and ability to work independently.
6. Strong office technology skills,
7. Capable of multi-tasking.
8. Ability to communicate effectively orally and in writing.
9. Ability to project a positive and professional image to employees, vendors, and customers.
10. Ability to maintain confidentiality.