



POSITION: Senior Accountant
ACCOUNTABLE TO: Accounting Manager
DEPARTMENT: Finance
SUPERVISES: Accounts Payable and Payroll/Accounts Receivable

JOB CODE	720-008	
SALARY GRADE		
HR /DATE		11/2023
DEPARTMENT/DATE		11/2023

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.