



## Job Description

**Job Title:** Senior Accountant  
**Unit:** Administration  
**Reports To:** Director, Accounting  
**FLSA Status:** Exempt  
**Approved By:** Robert Schlotman  
**Approved Date:** July 2020

### **BASIC PURPOSE:**

The Senior Accountant position will work closely with our other accountants and operations personnel and handle daily cash flow activity, monthly responsibilities and projects as needed.

### **ESSENTIAL ACCOUNTABILITIES OR TASKS:**

- Perform monthly, quarterly, and annual accounting activities including reconciliations of bank accounts, credit card accounts, online accounts, accounts receivable, deferred revenue, accruals, prepaid expenses, investments, intercompany accounts and fixed assets.
- Analyze accounts, records, reports, accounts receivable and payable, journal entries, general and subsidiary ledgers and other accounting documents for accuracy and completeness. Investigate and resolve accounting problems.
- Accounts Receivable responsibilities: send out accurate invoices, record cash receipts and reconcile accounts receivable including proper general ledger adjustments.
- Daily cash management: processing of daily deposits from various sources, check deposits, bank transfers and ACH bank deposits and withdrawals.
- Assist with payroll and benefits expense processing.
- Assist other accountant with Accounts Payable related tasks and perform Accounts Payable responsibilities as needed such as: pay vendors by reviewing invoices, recording expenses, preparing checks/wires, and ensuring proper approval and documentation is obtained; monitoring discount opportunities; verifying federal ID numbers; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.

- Prepare reports and assist in special projects and analysis as required by supervisor.
- Maintains organization and productivity in a fast-paced work environment in which multitasking is necessary.
- Proactively research and analyze processes and recommend changes as appropriate.
- Answers inquiries from management and vendors by researching and analyzing historical and current transactions and drawing conclusions.
- Prepare documentation for external auditors, including preparing schedules, compiling invoices and payments, and other responsibilities as needed.

**SUPERVISION:**

No supervisory experience required for this position.

**ACCOUNTABILITY: Impact and Scope:**

The position is accountable for taking full ownership of duties, completing assigned tasks accurately and timely, and working with the team towards accomplishing the common goals of the company.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business, with a major in accounting and/or three to five years of accounting experience.
- Advanced computer skills in Microsoft Office with strong emphasis on Excel.
- Able to solve complex problems by analyzing variables and finding appropriate solutions. Must be able to recognize anomalies and respond appropriately.
- Able to communicate and interact with external customers and co-workers at the level of detail required to resolve issues of moderate complexity in a clear manner.
- Respond promptly when receiving telephone calls and email correspondence.
- Excellent organizational, problem-solving and project management skills.

**PREFERRED QUALIFICATIONS:**

- Experience with Microsoft Dynamics Great Plains, CVENT, and Salesforce.

Please submit resume with salary history thru job posting on Indeed.com

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