



Job Description

Job Title: Senior Accountant
Unit: Administration
Reports To: Director, Accounting
FLSA Status: Exempt
Salary Range: \$60,000-\$65,000

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.

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.

SUPERVISION: Daily supervision of some of the Accounting staff.

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.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.

Please apply for this position to HRDirector@EnterpriseFlorida.com or through the job posting on Indeed.