**Job Description**

Job Title: Senior Accountant

Department: Administration

FLSA Status: Exempt

**Senior Accountant**

Experience in general accounting functions including, but not limited to accounts payable; accounts receivable, general ledger; month end closing; cost accounting; forecasting; bank reconciliations; etc. and ad hoc accounting and finance analysis and projects.

Prepare, review and analyze accounting records, financial statements, taxes and other financial reporting to ensure accuracy and completeness.

Create new processes to improve financial efficiency

Excellent verbal and written communication abilities across all levels of an organization

Leadership skills and dedication to driving and achieving results

**Qualifications**

* 5+ Years accounting work experience in manufacturing or similar area
* Thorough knowledge of U.S. GAAP
* Strong analytical and problem-solving skills
* Excellent skills in SAP Business One software is preferred (Sql and Crystal reporting is a plus)
* Advanced Microsoft Excel skills
* ADP Payroll Experience
* Previous supervisory experience
* Detail and deadline-oriented

**Education**

B.S.B.A. Degree with Accounting Major

Salary is commensurate with experience.