

Job Description

Job Title: **ACCOUNTANT**

Level: Corporate

Reports to: Assistant Controller

Original: January 2, 2018

FLSA Classification (US Only): Exempt

EEOC Classification (US Only): Administrative

Last Revision: August 29, 2018

Purpose

The Accountant is responsible for applying accepted accounting principles and procedures to analyze financial information, assist in the preparation of accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Duties and Essential Functions

1. Under guidance of Controller, conduct account analysis and reconciliation as needed
2. Assist Sr. Accountant and/or controllers in preparing financial management reports
3. Make certain all financial reporting deadlines are met
4. Ensure accurate and timely monthly, quarterly and year end close processes
5. Ensure financial records are maintained in compliance with accepted policies and procedures
6. Document policies, procedures and workflow for assigned areas of responsibility
7. Assist with and/or support training in policies and procedures
8. Assist in budgeting process
9. Assist in quarterly and yearly internal and external audits
10. Review recording and analysis of revenues and expenses
11. Evaluate and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
12. Ensure compliance with relevant laws and regulations and integrity of financial data

Job Requirements

Education:

- Accounting or Business degree

Experience:

- Minimum of two (2) years' experience in the preparation of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice
- Knowledge of generally accepted accounting practices and principles
- Knowledge and experience of accounting computer applications and MS Office

Skill Requirements:

- Advanced Excel skills including but not limited to pivot tables, working with multiple sets of data for analysis, extracting data from a source database and manipulating the data for analysis, formulas, and preparing sheets for presentation.
- Excellent verbal, written communication and interpersonal skills
- Strong analytical and accounting skills Excellent problem solving skills and detail-oriented.
- Good organizational skills and ability to prioritize multiple tasks in order to meet schedules.
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment

Skills Preferred:

- Familiarity with Microsoft NAV and ADP payroll preferred
- Knowledge of auditing practices and principles

This position will entail other duties as assigned.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Frequently is required to stand, walk, and sit. Minimal climbing and stooping required.
- The employee must occasionally lift 10 pounds and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.

Office/Sedentary Position

The working environment will generally be well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The employee should expect to be exposed to moderate noise levels such as business office computers and printers, light foot traffic, and telecommunications. Occasional overnight travel by land or air is expected. Travel to client's offices and Project sites may be required, periodically.