

Position Description

Job Title: Senior Accountant Job Grade: 8
Department: Accounting Reports To: Controller
Revision Date: August 2, 2018 Status: Hourly

Position Summary

Analyzes financial information and prepares financial reports by performing the following duties.

Position Essential Functions

- Compiles important information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Reviews accounts to ensure proper amortization.
- Reconciles account balances
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules.
- Codes expenses to correct GL accounts
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Assists Controller to ensure compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in some financial entries, documents, and reports.
- Works with Controller and Software Company to troubleshoot and resolve issues with accounting systems.
- Collects appropriate data and prepares some federal, state, and local reports and tax returns.
- Process Printer's Building disbursements and reports (Quickbooks).
- Acts as backup for others in accounting department as needed.
- Other duties as required.

Hiring Requirements

- B.S. in Accounting
- Thorough knowledge of the accounting field.
- Over two years up to and including four years of experience.

Competencies

- Strong analytical thinking, planning skills
- Accuracy and Attention to details.
- Organization and prioritization skills.
- Strong communication skills
- Advanced knowledge of Excel
- Ability to function well in a team-oriented environment

Position Title: Senior Accountant				
Physical & Environmental Requirements	RARELY (15%)	OCCASIONAL (15% - 40%)	FREQUENT (40% - 70%)	CONTINUOUS (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Orders	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside	X			
Climbing Stairs		X		
Sedentary Work			X	
Typing / Data Entry/ Computer			X	
Stooping		X		
Driving	X			
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck		X		
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Repetitive Movement: Hand, Arms			X	
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Simple grasping 1 or both hands	X			
Repetitive movement: foot	X			
Fine manipulation 1 or both hands	X			
Kneeling	X			
Driving	X			
Hearing				X
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more		X		
Acuity, Near – Clarity of vision at 20 inches or less				X
Depth Perception – Three-dimensional vision. Ability to judge		X		

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distances and space relationships.				
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.				X
Color Vision – Ability to identify and distinguish colors.		X		
Communications Oral				X
Communication Written				X
Mechanical Concepts	X			
Interpreting Skills	X			
Implementing		X		
Evaluating			X	
Organizing			X	
Consulting		X		
Analyzing			X	
Presenting		X		
Supervising	X			
Ability to Deal With:				
• Stressful situations			X	
• Trauma, grief, death	X			
• Public Contact			X	
Decision Making		X		
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions			X	
Relate to Others				X
Influence Others	X			
Perform complex or varied tasks			X	
Additional Comments:				