



Job Description – Senior Accountant, Accounting Operations

Manager – Accounting Manager

Job Responsibilities

Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.

General Description and Duties:

To perform this job successfully, an individual must be able to perform each essential job task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Assists with external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Records Sales Revenue on a Monthly and Quarterly basis
- Processes Sales Returns and reviews compliance with internal return policies.
- Processes customer credits reconciles customer account balances.
- Calculates individual state sales taxes.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Projects and Other Duties:

- Other projects as assigned by supervisor

Position Qualifications

- Prior experience in Accounting or Finance function.
- Prior experience with revenue recognition for a manufacturing or medical device company.

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- Knowledge of Accounting, GAAP, Research Skills, Analyzing Information, Attention to Detail, Deadline-Oriented, Confidentiality, Thoroughness, Corporate Finance, Financial Software (QAD preferred), General Math Skills.
 - Knowledge of Individual State Sales Tax

Minimum Education:

- Bachelor's degree

Minimum Experience:

- 3 years of Accounting experience