



Job Title: Senior Accountant
Reports To: Controller

Approval Date: _____ (EEO/AAP)

Summary: The Senior Accountant is responsible for maintaining accurate financial records and supporting the company's financial operations through month-end close, financial reporting, inventory and cost accounting analysis, account reconciliations, and audit support. The Senior Accountant partners closely with the Staff Accountant, as well as other departments, operates with a high degree of independence and serves as a key resource within the accounting department. These responsibilities include but are not limited to; reconciliations, journal entries, ensuring deadlines are met for timely period end closing, job costing, and miscellaneous financial reporting. In addition to these duties the Senior Accountant also provides support to the Controller.

Essential Duties and Responsibilities will include the following: Duties may be modified or additional duties assigned.

- Prepares journal entries and calculates accruals.
- Reconciles balance sheet accounts, bank statements and credit card statements.
- Reviews general ledger and assists with generating monthly financial statements and supporting reports.
- Generates/assists with variance analysis, job cost reporting, labor and burden rate calculations.
- Reconciles payroll to general ledger.
- Supports the accounting team by serving as backup for key functions including payroll, A/R and A/P.
- Actively participate in and coordinate the period end close tasks and processes, ensuring deadlines are met.
- Collaborate with other departments, including Purchasing and Shipping, to ensure transactions are reported to the accounting dept in a timely manner.
- Ensure accounting activities are completed accurately, timely, and in compliance with GAAP and company policies.
- Review work prepared by accounting staff for accuracy and completeness
- Assist with preparation of budgets, forecasts, schedules, and management reports
- Support internal and external audits by coordinating requests and providing documentation
- Assist Controller with ensuring all work instructions are kept up to date
- Communicate priorities and deadlines clearly to ensure alignment across teams
- Monthly commission reporting.
- Sales & Use Tax Filing
- Serve as backup for Production Logistics Coordinator and Controller on adjusting inventory, transferring jobs and reviewing/closing jobs in JobBoss
- Special accounting projects and other duties as assigned.

- Will be expected to work additional hours during busy times (month-end, year-end, etc.)

Qualifications:

- The ability to separate personal views from professional responsibilities and maintain objectivity without assuming emotion or intent in others' communications or actions.
- The ability to use logic and reasoning to identify discrepancies, determine cause and resolve issues.
- The ability to collaborate productively across departments.
- Excellent attention to detail
- Bachelor's degree in accounting or equivalent experience
- Ability to maintain confidentiality
- Ability to be flexible and manage several tasks and projects at the same time to meet deadlines
- Strong verbal and written communication skills
- Must be a team player with a positive attitude
- Minimum of five years of accounting in a manufacturing environment required.
- Proficiency in Microsoft Word, Excel, and Outlook required.
- Experience with ERP system required, JobBOSS preferred.
- Dependable, flexible and self-motivated with a willingness to assume additional responsibilities.
- Ability to work independently and take ownership.

Physical Demands:

- Required to be able to sit for longer periods of time.
- Move about throughout the office and manufacturing environments.
- Occasionally lift up to 25 pounds.

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.

Work Environment:

- Office environment.
- Manufacturing environment.

Employee Acknowledgement: _____ **Date:** _____

The above statement reflects the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.

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