

SENIOR ACCOUNTANT POSITION

Company: TechFlow Solutions Inc. Location: San Francisco, CA (Hybrid - 3 days in office) Employment Type: Full-time Salary Range: \$75,000 - \$95,000 Experience Required: 3-5 years

JOB DESCRIPTION

We are seeking a highly skilled and experienced Senior Accountant to join our dynamic finance team. The ideal candidate will have a strong background in accounting principles, financial analysis, and be proficient in various accounting software and systems.

RESPONSIBILITIES

- Prepare and review monthly, quarterly, and annual financial statements
- Manage month-end and year-end closing processes
- Prepare journal entries and account reconciliations
- Assist with budget preparation and variance analysis
- Process payroll and maintain payroll records
- Conduct internal audits and ensure compliance with accounting standards
- Prepare tax returns and work with external auditors
- Analyze financial data and provide insights to management
- Maintain accurate records of financial transactions
- Assist with financial modeling and forecasting
- Oversee accounts payable and accounts receivable processes
- Ensure compliance with GAAP and company policies
- Collaborate with cross-functional teams on financial projects
- Mentor junior accounting staff
- Implement process improvements and automation

REQUIRED SKILLS

- Bachelor's degree in Accounting, Finance, or related field
- 3-5 years of progressive accounting experience
- CPA certification preferred but not required
- Proficiency in Microsoft Excel (advanced functions, pivot tables, VLOOKUP)
- Experience with accounting software (QuickBooks, SAP, Oracle, or similar)
- Strong knowledge of GAAP and financial reporting standards
- Excellent analytical and problem-solving skills
- Attention to detail and accuracy
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Time management and organizational skills
- Experience with tax preparation and compliance

PREFERRED QUALIFICATIONS

- Master's degree in Accounting or MBA
- Public accounting experience
- Experience with financial modeling and forecasting
- Advanced Excel skills (macros, complex formulas)
- Experience with ERP systems
- Knowledge of tax software (TurboTax, TaxAct, or similar)
- Experience in a fast-paced, growing company
- Leadership and mentoring experience

TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Accounting software (QuickBooks, SAP, Oracle, NetSuite)
- Tax preparation software
- Financial reporting tools
- Data analysis and visualization tools
- ERP systems knowledge

SOFT SKILLS

- Strong analytical thinking
- Problem-solving abilities
- Attention to detail
- Communication skills (written and verbal)
- Team collaboration
- Leadership potential
- Adaptability
- Time management
- Integrity and ethical behavior

BENEFITS

- Competitive salary and performance bonuses
- Comprehensive health, dental, and vision insurance
- 401(k) retirement plan with company matching
- Paid time off and sick leave
- Professional development opportunities
- Flexible work arrangements
- Career advancement opportunities
- Modern office environment with latest technology

ABOUT TECHFLOW SOLUTIONS

TechFlow Solutions is a rapidly growing technology company specializing in innovative software solutions. We pride ourselves on our collaborative culture, commitment to excellence, and focus on employee development. Our finance team plays a crucial role in supporting our growth and ensuring financial stability.

APPLICATION PROCESS

To apply for this position, please submit your resume, cover letter, and any relevant certifications. We are looking for candidates who are passionate about accounting, detail-oriented, and ready to contribute to our growing team.

Equal Opportunity Employer: TechFlow Solutions is committed to creating a diverse and inclusive workplace. We welcome applications from all qualified candidates regardless of race, gender, age, religion, sexual orientation, or disability status.

Contact Information: Email: careers@techflowsolutions.com Phone: (555) 123-4567 Website: www.techflowsolutions.com

This job description is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities.