



JOB DESCRIPTION

Position Title: Senior Accountant

Reports to: Accounting Manager

Department: G&A

FLSA Status: Exempt

PURPOSE OF JOB:

Primarily responsible for all accounts receivable functions including invoicing, payment processing, customer account research and reconciliations, and credit and collections. Also responsible for fixed assets, sales tax reporting and support for general accounting activities.

MAJOR DUTIES AND RESPONSIBILITIES:

Accounts Receivable:

- Process daily invoicing, including printing and mailing
- Review new customer input
- Conduct customer account research and analysis
- Post daily payments to customer account balances
- Process and post credit card payments
- Interact with customers to resolve billing or collection issues
- Establish and review customer credit limits
- Accurately prepare and distribute aging summary report and DSO to senior management
- Interface with Customer Service and Sales organizations as necessary
- Reconcile A/R subledger to the General Ledger
- Various reports as requested

Fixed Assets:

- Maintain fixed asset detail in Excel
- Prepare and record monthly depreciation entry
- Track and tag assets
- Reconcile detail to General Ledger and post adjusting entries
- Draft physical inventory plan document
- Conduct physical inventory of fixed assets
- Prepare annual property tax return

This job description is not all inclusive. Incumbents may be required to complete other miscellaneous responsibilities as required.

Sales & Use Tax Reporting:

- Interface directly with sales tax consultant
- Prepare monthly sales tax reports
- Transmit sales and use tax returns and associated payments
- Manage and prepare Medical Device Tax payments and tax returns

Miscellaneous:

- Support annual external audit by providing detail and summary fixed asset and accounts receivable schedules
- Record month-end journal entries and reconcile balance sheet accounts with focus on streamlining process and reducing monthly close cycle
- Prepare ad-hoc reports as requested
- Document and maintain work instructions
- Implement ongoing process improvements
- Assist co-workers as needed

REQUIREMENTS:

- Bachelor's degree in accounting or a Bachelor's degree in business with an emphasis in finance or accounting.
- Minimum of 4 years of accounting experience
- Proficiency in Microsoft Excel, Word, PowerPoint, and Outlook
- ERP experience required with QAD experience a plus
- 10-key by touch

OTHER QUALIFICATIONS:

- Discreet, reliable, and trustworthy as this role handles confidential Company information.
- Excellent verbal and written communication skills
- Demonstrate intermediate level of generally accepted accounting practices, including journal entries, accruals, balance sheet account reconciliations and accounting projects.
- Ability to multi-task and meet challenges with resourcefulness, effectively manage competing demands, take responsibility for fulfillment of obligations and willing to put in work time necessary to reach goals.

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