



## **Job Description**

### **Accountant II**

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#### **Working Relationships**

Reports to: Controller

Interfaces with: Vendors, Banks, and other institutions as well as management

#### **Overall Responsibilities**

- Apply principals of accounting to analyze financial information and prepare reports up through and including monthly statements.

#### **Primary Job Duties**

- Prepares monthly financial statements, management reports and provides business analysis
- Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents.
- Summarizes transaction details and journalizes data to general ledger. Reconciles and balances accounts. Performs monthly closing in required time frame.
- Meeting the goals and objectives as set out by Managements.

#### **Job Qualifications:**

- Must have a Bachelor's Degree in Accounting or a related field. CPA is a plus, financial services experience a plus.
- Must have at least 3-5 years of experience in an accounting position.
- Working knowledge of statement preparation, monthly closing process, budgeting and management reporting, and experience in working with outside auditors. internal controls (SAS) and international experience is a plus.
- Must have excellent written and verbal communication skills.
- Must be very well organized and extremely detail-oriented.
- Must be able to focus on key tasks, prioritize duties, and manage multiple tasks and priorities. Exceptional analytical and problem-solving skills
- Must thrive in a fast-paced, deadline-oriented environment.
- Must thrive working independently as well as in a team environment.
- Must be proficient Microsoft Office programs.



- Must be a team player.

**Demonstrated proficiency in the following technical areas:**

- Computer literacy with knowledge of Great Plains and / or MR
- MS Excel skills – Vlook-ups & pivot tables
- Communication skills
- Experience in Audit and Treasury is a plus

**Potential Career Opportunities:**

- Accounting Manager