**SENIOR ACCOUNTANT**

**JOB DESCRIPTION**

The Accountant will be responsible to lead or assist in the overall coordination, implementation and completion of the day-to-day finance functions. This position will work collaboratively with the Executive Vice President in the performance of duties. This position is demanding mentally, requiring high levels of focus, self-motivation, creativity and personal integrity to maintain superior quality service and professionalism at all times.

**PRIMARY RESPONSIBILITIES**

* Accounts Receivable & Cash Receipts: Preparing invoices, tracking payments received and managing aging accounts.
* Accounts Payable & Cash Disbursements: Prepare accounts payable checks and prepare and process payments using accounting software.
* Reconcile and file FET quarterly returns.
* File monthly SAIF return
* Gather all relevant information from multiple sources to prepare journal entries to ensure timely and accurate preparation of financial statements.
* Semi-monthly payroll processing with daily job costing.
* Maintain worker’s comp insurance.
* Process and pay sales tax for WA monthly.
* Reconcile all banks accounts, and VISA cards per the provided schedule and in compliance with GAAP.
* Reconcile all benefit payments monthly.
* Oversee record keeping/accounting for inventories of materials and supplies.
* Maintain financial records and ensures that the financial transactions are properly recorded.
* Ensures accuracy of entries to ledger accounts by performing account analysis.
* Complete monthly budget analysis and report any variances to responsible department manager.
* Month end process: run monthly accounting reports, GL and Inventory Account reconciliation, WIP reconciliation, etc.
* Annual audits: WC, General Liability, WA DOR.

**ADDITIONAL DUTIES**

* Back-up to Receptionist and Human Resources.

**QUALIFICATIONS**

The qualified candidate will possess a minimum of 3-5 years of progressive accounting/bookkeeping experience demonstrating strong attention to detail and accuracy. A Bachelor’s degree in accounting or business desired and, or commensurate work experience.

* Comprehensive understanding of generally accepted accounting principles (GAAP) and general ledger account relationships.
* Strong organizational and communication skills.
* Ability to work independently and as a team player.
* Strong track record in asking relevant questions and finding answers to issues.
* Experience in working as a positive organization team member.
* Ability to maintain a consistent and on-time work schedule.
* Exceptional in accounting software, Excel, Word, and Outlook.
* Ability to handle confidential and sensitive information.
* SAGE ERP 100 experience.
* Paylocity experience preferred.
* Manufacturing or Construction background preferred.

**WORKING CONDITIONS**

* Standard hours are Monday-Friday 8am-5pm, with occasional variation in days and / or hours.
* Full-time, paid on a semi-monthly basis, salaried position.

If you possess the minimum requirements and are interested in joining our organization, please submit your resume with a detailed cover letter on what interests you about the position

*Equal Opportunity Employer*

Job Type: Full-time

Salary: Competitive – depending on experience

Position Title: Accountant

Reports To: Company Executive Vice President