



## **JOB DESCRIPTION**

**DEPARTMENT:** Finance / Accounting

**JOB TITLE:** Senior Financial Accountant

**REPORTS TO:** Asst Controller

**JOB PURPOSE:**

Responsible for accurate and timely consolidation of financial statements of multiple legal entities and reporting results to parent company each month.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate the monthly closing process and produce financial statements in a timely manner. Manage the flow of information to and from the international subsidiaries.
- Coordination of Corporate Income and State sales tax.
- Responsible for accurate and timely consolidation of financials which requires interface with subsidiaries.
- Maintain the integrity of the general ledger, consolidation process, and other financial systems.
- Assist with preparing supporting documentation for quarterly and year end S.E.C. filings requirements.
- Assist with the annual budgeting process and interim budget variance reporting.
- Review and document present accounting practices and procedures.
- Prepare account analyses, reconciliations and/or tax returns on a monthly basis.
- Generate quarterly reporting packages for the external auditors, prepare fluctuation analyses with explanations and coordinate review meetings.
- Performs a leadership role in providing guidance to the accounting staff, and in compiling information to complete the annual year end audit with the Company's external auditor's.
- Review and enhance the financial consolidation process to ensure that the information is accurately representing the Company's financial position.
- Prepare and distribute daily sales report for management review.
- Work on special projects for management as needed.



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### KNOWLEDGE, SKILLS, AND ABILITY REQUIRED FOR POSITION:

Bachelor's degree or equivalent in Accounting is required with five years of relevant experience (minimum). Must be proficient with personal computers and financial software. Strong analytical and problem solving skills are critical to success. Experience with financial consolidations involving currency conversions a plus. Position requires good interpersonal skills in dealing with people at all levels in the company (at both the corporate headquarters and the foreign subsidiaries). Knowledge of both automated and manual accounting principles, procedures and practices is important. An MBA in Accounting or Finance, CMA or CPA is desirable.

Employee's Name _____ (please print)	Supervisor's Name _____ (please print)
Employee's Signature _____	Supervisor's Signature _____
Date _____	Date _____