



## **ACCOUNTANT - JOB DESCRIPTION**

This role provides guidance to the company in accounting and financial matters. This position performs daily accounting activities, revises transactions, verifies accounting information, reconciles accounts and analyzes financial information and prepares reports. Applies principles of accounting to analyze financial information and prepare financial reports and develop accounting controls. This position is a fiscal role and must ensure compliance with state and federal regulations.

## **ESSENTIAL RESPONSIBILITIES**

- Manages the company full cycle accounting
- Monitors daily bank balances
- Ensures bank and credit card account reconciliation
- Prepares Balance Sheet reconciliations
- Prepares Income Statement Analysis schedules
- Reviews bills for accuracy, process timely payment and maintains aging.
- Prepares and processes check requests.
- Supports and guides Accounts Receivable division
- Manages and leads Accounts Payable accounts.
- Leads, manages and improve accounting systems and accounting control procedures.
- Prepare sales tax reports and tax returns.
- Assist financial advisor with special projects and analysis.
- Assist the Payroll process and establishes control procedures in collaboration with HR.
- Prepares and ensures timely Quarterly returns
- Maintains, prepares and submits documentation for project bids
- Handles mails and filing
- Assist the Import and export of equipment and merchandise processes to ensure timely compliance
- Perform financial reports and variance analysis on a monthly basis.
- Analyzes and revises commission statements for the payments of Sales Staff and Contractors.
- Assures timely insurance coverages, remits premium payments to Insurance Companies and manages all insurance claims
- Manages the fleet to ensure compliance with the government and insurance.
- Manages owners' assets, financial and insurance related issues as required
- Ensures company and owners compliance with all state and federal financial regulations.

- Other duties as required.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, SKILLS, ABILITIES, LICENSE/CERTIFICATION:**

- Degree in Accounting
- 5 to 7 years of relevant experience
- Strong analytic and financial reporting skills.
- Advanced knowledge of Excel, and QuickBooks
- Knowledge of Microsoft Office
- Knowledge of ADP is preferred
- Ability to work with both a variety of management and staff levels.
- Able to set priorities and meet deadlines in a changing environment with minimal supervision.
- Ability to manage individual responsibilities with an emphasis of self-review.
- Excellent communication skills in English and Spanish

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

- Has strong understanding of fundamental accounting principles
- Meshes well with existing team and culture
- Identify and resolves problems in a timely manner
- Focused on conserving organizational resources
- Readily adapts to changes in the work environment by managing competing demands

*Job Type: Full-time*