



Position: Senior Accountant

Classification: Hourly Non-Exempt

Supervisor: Corporate Controller

Job Duties:

- Prepare journal entries and account reconciliations
- Completion of monthly accounting close process
- Preparation of monthly financial statements
- Assist with preparation for annual audit
- Reconcile bank statements
- Assist with fixed asset schedule maintenance
- Assist with preparation of workpapers supporting the annual tax returns
- Prepare management reports and respond to other information requests
- Any other responsibilities that may be assigned from time to time.

Job Requirements:

- Minimum 2-year associates degree in accounting plus at least 2 years experience in accounting, or 4 years previous experience in accounting
- Good analytical and organizational skills
- Basic knowledge of accounting principals
- Proficient in Microsoft Word and Excel
- Basic ability to read and manipulate financial reports

Preferred Skills:

- Ability to work independently
- General knowledge of accounting software such as Great Plains, LIMS, etc.
- Strong mathematical and analytical skills
- Good interpersonal communication skills
- Ability to work well with others
- Ability to handle multiple projects simultaneously

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Supervisory Responsibilities: NONE

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. And the employee's signature below constitutes the employee's understanding of the requirements and duties of the position.

Employee Printed Name: _____ Date: _____

Employee Signature: _____