



**Job Title:** Senior Accountant  
**Department:** Administration  
**Supervisor:** Chief Financial Officer  
**Location:** Remote Position

### **Senior Accountant Summary:**

The Senior Accountant must have solid communication, technology, analytical, and management skills. Possess knowledge of all aspects of generally accepted accounting principles (GAAP). The Senior Accountant will be responsible for the accounting operations of AccuSourceHR. This includes the production of periodic financial reports, maintenance of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk. The Senior Accountant is also responsible for enhancing the accuracy of the company's reported financial results and ensuring that reported results comply with generally accepted accounting principles and/or international financial reporting standards.

### **Accounting Functions**

- Prepares financial reports and accounting statements
- Proofs accounting reports for clerical accuracy
- Generates summary sheets for use by supervisor or auditor
- Process accruals for revenue sharing and partner commission reports
- Report and process all commissions/bonus
- Assist with Month and Year end closings
- Quick Books maintenance – updates/changes
- Post journal entries to the general ledger
- Manage accounts payable and receivables
- Submits/tracks vendor invoices for approval and payment
- Reconcile bank statement
- Conduct bank transfers
- Administration of commercial credit cards
- Ensure that all company insurance needs are met
- Review insurance premium payments
- Review and issue annual 1099 forms
- Manage licensing needs (City and State)
- Set up and review new customers in Instascreen
- Foreign Corporation management
- Oversee management of company assets
- VOIP system
- Other duties as requested

### **Qualifications/Requirements:**

- Proficient written and verbal communication
- Minimum of 3+ performing all payroll and accounting functions
- Proficient in Microsoft Office Suite and QuickBooks
- Strong skills in using and understanding the flow of transactions in an integrated and automated accounting system
- Ability to maintain confidentiality and exercise extreme discretion
- Excellent problem-solving/judgment skills, and a high level of attention to detail and accuracy



- Strong organizational skills, and the ability to work under pressure
- Ability to handle and prioritize multiple tasks and meet all deadlines
- People-oriented and results-driven
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law
- BS/MS degree in Accounting or related field preferred