

JOB DESCRIPTION

POSITION: Senior Accountant – Temporary (6-8weeks)

AUTHORIZED BY: Joe Flowers

DATE: 12/12/16

PRIMARY FUNCTION:

This position will be directly responsible for providing **Accounting** support.

Responsibilities:

- Assist with opening and closing balance sheet reconciliations, including but not limited to: inventory, receivables, payables, customer deposits, prepaids and accruals
- Assist with month-end and year-end close as needed
- Follow up on audit requests
- Assist with percentage of completion reporting.

Education/Experience:

- Proficient in Microsoft Office, Outlook, Word, Excel and PowerPoint
- Previous experience with percentage of completion
- Strong cost accounting skills
- Experience with converting .txt files into Excel spreadsheets
- Bachelors Degree in Accounting

Other:

- Excellent communication (verbal and written) and interpersonal skills with all organizational levels
- Advanced Excel skills are a must, including pivot tables and vlookups/hlookups
- Must be able to multi-task and prioritize assignments quickly
- Must be able to work independently
- Must be flexible and work well with others in a fast-paced team environment
- Must be detail-oriented

The above details describe the principle duties of an employee in this position, but are not to be construed as setting forth all the specific duties inherent in this job. Any employee is expected to perform other related duties when requested by their supervisor.

An employee is expected to observe and follow at all times the stated policies and operating procedures of the Company and to observe and follow all rules and practices of safety.

EOE – Equal Opportunity Employer. People of color, women, veterans and individuals with disabilities are encouraged to apply. (Compliant with the new VEVRAA and Section 503 rules)