

UNITED ELECTRIC CONTROLS

Job Title:

Senior Accountant

Department:

Finance

Salary:

\$100,000 - \$105,000

Purpose:

Contribute to all areas of the Finance department and play a key role in the preparation and evaluation of the financial statements of the company to assist management in making informed decisions. A successful candidate combines excellent analytical skills with a thorough knowledge of accounting principles and computer skills to analyze accounts, transactions, and financial reports.

Qualifications:

Requires:

- BS degree in Finance or a related field.
- Minimum 5 years plus of relevant work experience
- Demonstrated experience in financial reporting and analysis.
- Knowledge of all facets of the Finance Department such as accounts receivable, accounts payable and payroll.
- Strong analytical skills with excellent attention to detail and accuracy.
- Advanced knowledge of Microsoft Office.
- Experience in a manufacturing setting is a plus.

Typical Responsibilities:

- Participate in the month and year end closing processes and the preparation of internal financial reports for staff and the Board of Directors.
- Make entries to ensure proper accounting of general ledger transactions.
- Perform monthly financial statements variance analysis and account reconciliations.
- Maintain and reconcile fixed asset schedules.
- Assist all areas of the department in resolving issues.
- Participate in 401k, financial and insurance audits.
- Recommend actions to senior management by analyzing and interpreting data.
- Maintain safe working environment by following company safety procedures.
- Perform other duties as assigned.

Supervision Received:

- Reports to Controller