

Title: Senior Financial Accountant
Department: Finance
Classification: Exempt

Position Summary:

This is an opportunity to assist the finance team in revamping and organizing processes, policies and reconciliations from the organization. As Senior Financial Accountant, your responsibilities will include transition, oversight and leadership of all accounting functions and systems. You will be responsible for establishing and maintaining consistent processes and procedures, expectations and standards. You will maintain trust and respect with both internal and external relationships and display a passionate commitment to the goals of the leadership team and the company.

This is a key role which provides an opportunity to have a significant impact within the organization. Our ideal candidate is an experienced, agile, well-rounded results-driven leader, who looks to continually improve processes across the business through efficiency and automation. This is a leadership role to the 1-3 finance staff that will report to you where you can be a key contributor in creating new capabilities in a high-energy environment.

Responsibilities:

- Direct and oversee certain accounting functions and lead transition of accounting-related systems and processes.
- Management of monthly financial statement preparation process (income statement, balance sheet, and cash flows), including but not limited to: month-end close, journal entries, bank reconciliations, balance sheet account reconciliations and various internal audit functions and preparation for and support of the work of external auditors.
- Establish, monitor, implement and maintain strong accounting policies, procedures and internal controls to safeguard assets and ensure the integrity of financial data.
- Evaluate current processes, identify best practices and develop and evolve financial systems, processes and procedures to effectively manage the company financials.
- Manage all internal financial required calculations as well as all financial lender requirements; oversee capital expenditure authorization and reporting process.
- Supervise audit process with external auditors to ensure timely completion of annual financial audit.
- Support annual corporate tax filings, working with tax preparer to ensure timely and accurate completion of corporate tax filings; may oversee sales tax, property tax and other regulatory filings.
- Maintain and place inventory policies & procedures to ensure of accuracy & controls
- Report, Track & manage company charity and royalty partnerships.
- Additional duties as requested.

Minimum Job Requirements:

- Minimum of a Bachelor's degree in Finance, Accounting or related finance field. CPA preferred.
- 5+ years of progressive experience and demonstrated growth in Finance/Accounting positions, including supervisory experience and full cycle accounting experience.
- Advanced understanding of GAAP, including research and implementation; ability to establish and communicate consistent policies and procedures.
- Strong computer knowledge including financial systems and database applications such as Excel, Sage 500, PowerPoint, and other financial systems, including purchasing and inventory software.
- Strong analytical skills, efficient, self-motivated with the ability to follow through and implement process improvements.
- Results-oriented with impeccable integrity with an emphasis on both individual and team accountability; ability to delegate and supervise as well as perform hands-on tasks, as needed.
- Ability to thrive in a fast paced, dynamic environment.
- Experience preparing for and running the annual financial statement audit.
- Experience in both large, well-run public companies and smaller, high-growth entrepreneurial companies is desired

These responsibilities must be able to be performed with or without reasonable accommodations. While performing the duties of this job the employee must be able to sit continuously to perform essential job functions throughout the entire shift. May require walking primarily on a level surface for periodic periods, throughout the day. Requires interacting with others, interpreting spoken messages, constant keyboarding, sitting, hearing and talking are required. The employee will occasionally stand and walk, and infrequent bending at the waist, twisting of the upper body, kneeling, being mobile on even surfaces, squeezing and crouching are also required. Requires infrequent lifting and carrying of 1-25 pounds.

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.

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