

Kim Finch Cook Executive Recruiter, Inc

Title: Sr. Accountant

Location: Redmond, WA

Reports To: Controller

Organization: Consulting Company

Description:

Position & Responsibilities:

The Senior Accountant will manage execution of firm-wide accounting transactions, including bookkeeping, payroll, accounting controls, and financial reporting. This role requires strong attention to detail, analytical thinking, demonstrated accounting knowledge, and great people acumen. In this role, you become a fully integrated member into project teams within your first month of employment.

The firm's culture which is built on teaming and teaching, empowers our professionals to support each other in their career development. The Senior Accountant will also offer coaching and mentorship to the Accounting Assistant and others in the organization.

Essential Duties and Responsibilities

- Execute all financial transactions and ensure accuracy and compliance for the following:
 - Accounts payable and receivable
 - General ledger
 - Fixed assets
- **Define required firm accounting controls** – Provide accounting guidance and direction to ensure proper accounting principles and actions are executed to comply with firm and regulatory requirements. Escalate potential risk or issues to finance manager.
 - Tax and compliance
 - Finance reporting and controls
 - Treasury and working capital
 - Fixed asset management
- **Own preparation of financial statements, and reports**– Develop necessary reports to manage firm financials and to support firm reporting needs.
 - Manage development of regular and ad hoc finance reports
 - Manage creation and updates for all financial reporting processes
- **Manage timesheets and expense reconciliation** – Oversee and execute monthly timesheet and expense process in coordination with finance team to ensure accurate timekeeping and accounting across systems.

- Produce and review monthly timesheets and expense reports for approval
- Ensure proper data is entered into accounting systems
- Review and audit expense for compliance with Spur finance guidelines
- **Oversee development of finance and accounting process documentation** – Work with the finance assistant to develop and improve how Spur performs the accounting cycle.
 - Create, publish, manage, and review all internal finance and accounting processes with support from finance assistant
 - Organize, calendar, and manage accounting and tax transactions as required by firm
- **Support payroll and related activities** – Support payroll execution to ensure accurate and timely delivery of payroll. Coordinate with HR and finance manager to review and reconcile payroll.
 - Regular bi-monthly payroll
 - Bonus and profit-sharing payouts

Education Requirements and Experience:

- 4 years or more of accounting and business-related experience, preferably in professional services
- CMA or CPA preferred. BA in Accounting or related degree required
- Strong proficiency with accounting software, QuickBooks preferred
- Experience with Paychex and PowerBI is preferred
- Advanced experience in Microsoft Office suite including Excel, PowerPoint, and Word
- PowerBI, Tableau, HubSpot, QuickBase, SharePoint, OneNote experience is a plus
- Excellent business acumen and awareness of business trends
- Quantitative skills and general problem-solving skills for business problems
- Strong interpersonal and team working skills
- Positive attitude and willingness to mentor and coach others

For additional information please contact:

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