

Kim Finch Cook Executive Recruiters, Inc.

POSITION PROFILE

Title: Sr. Accountant
Reports to: Controller
Location: Redmond, WA
Organization: Medical device manufacturing company 135 employees

Position Overview:

Experienced **Sr. Accountant** to oversee general accounting operations by controlling and verifying financial transactions.

Senior Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful senior accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate also has experience collaborating with a team of other [accountants](#) at different levels of experience and knowledge.

Senior accountant duties also include ensuring accuracy and effectiveness in all accounting tasks.

The ideal candidate:

- Analyzes information, develops spreadsheet reports; verifies information.
- Spots errors and suggests ways to improve efficiency and spending
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Calculates and prepares accruals; assigns account numbers; and overall helps support the month-end close process.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- Plans, assigns and reviews other staff members' work
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by performing other tasks as assigned.

Qualifications / Requirements:

- BS in Accounting or Finance
- CMA or CPA preferred
- Proven experience of 3 to 5 years accounting experience
- In-depth understanding of GAAP and International Financial Reporting Standards (IFRS)
- History of working with non-accountants on financial matters.
- Familiarity with preparing financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Advanced MS Excel skills including Vlookups and pivot tables
- Excellent written and verbal communication skills

For consideration and additional information please contact:

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