

## SENIOR ACCOUNTANT

### Education/Experience Detail:

- Bachelor's Degree (B.A.) in accounting or finance and a minimum of five (5) years experience in preparing and analyzing financial information; or a minimum of two (2) years accounting experience in the financial services industry
- ~or~
- Any equivalent combination of experience, education and/or training approved by Human Resources.
- Advanced accounting concepts, practices and procedures.
  - Accrual based accounting practices.
  - Accounting software packages.
  - Cost allocation concepts and practices.
  - Generally accepted accounting principles (GAAP).
  - Reviewing, interpreting and analyzing financial statements.
  - Resolving unusual transaction and accounting discrepancies.
  - Preparing financial statements, budgets and management reports.
  - Allocating costs and evaluating the impact on financial statements.
  - Preparing surveys.
  - Researching GAAP issues.
  - Operating standard office equipment and using required software applications to produce correspondence, reports, electronic communication, spreadsheets and complex databases.
  - Implement changes to standard procedures when required by specific situations and circumstances.
  - Make independent decisions and solve complex accounting problems.
  - Communicate effectively, both orally and in writing, with all organizational levels.
  - Explain or clarify financial information to all levels of management.
  - Provide training to others.
  - Organize, manage and track multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment.
  - Provide a high level of customer service.

### Description:

Under general supervision, uses specialized knowledge and skills obtained through education and experience to prepare financial statements, budgets and other financial analysis reports for complex business units and to analyze and reconcile all general ledger accounts. Guidance is provided to perform varied, complex accounting functions with responsibility for making moderately complex decisions. Evaluation, originality and ingenuity are required to locate, select and apply appropriate procedures, processes and techniques to specific assignments. Resolves or recommends solutions to complex problems. Regular contact with senior management and other internal customers is required to identify, research, and resolve accounting issues and problems.

### Essential Duties and Responsibilities:

- Uses general ledger accounting software to prepare monthly financial statements, budgets and reports.
- Researches and makes recommendations to resolve unusual or irregular transactions.
- Reconciles general ledger accounts, prepares analyses and completes other monthly general ledger closing procedures.
- Responds to internal/external auditor issues and problems.
- Assists in the administration of the organization's annual budget.
- Prepares surveys to be submitted to industry organizations and publications.
- Allocates costs to individual organizational entities and analyses the impact of cost allocation on individual financial statements.
- Analyzes securities trading clearance procedures.
- Researches issues regarding application of generally accepted accounting principles (GAAP) to allocating costs and preparing financial statements.
- Recommends process improvements to increase efficiency in processing or analyzing financial information.

- Assists in training others.
- Resolves complex accounting problems.
- Performs other duties and responsibilities as assigned.