**Job Title:** Senior Accountant

**Department:** Finance

**Company:** FLASH - Corporate

**Reports To:** Vice President/CFO

**Status:** Full-Time, Exempt

**# Direct Reports:** 0

POSITION OVERVIEW

The Senior Accountant works closely with our Controller and CFO and assumes oversight over some of our companies' financial and accounting activities. The Senior Accountant will assist in financial analysis, payroll, forecasting, accounts payable support, accounts receivable support, and financial reporting. This position is centrally located in Green Lake, Wi, and is responsible for assisting in all accounting and finance functions within all FLASH Family of Companies.

**ROLES AND RESPONSIBILITIES:**

* Works closely with Controller and CFO to monitor the financial performance of our companies.
* Enter and properly classify transactions.
* Assists with daily, weekly, monthly and annual accounting duties.
* Compile and analyze financial reports as requested.
* Provides support to accounts receivable and accounts payable functions.
* Assist in year end reporting and account requirements.
* Participates in executing departmental annual objectives, goals and initiatives.
* Embraces and supports the FLASH mission and performs safe practices in the workplace.
* Any and all other duties as assigned.

**MINIMUM QUALIFICATIONS**

* Bachelor’s or Associate’s Degree in Business, Accounting, Finance or related field.
* 3-5 years of experience in accounting or a related field.
* Proficient in Microsoft Office Suites (Word, Excel, PowerPoint, Outlook) as well as accounting software.
* Attention to detail and problem-solving skills.
* Ability to improve processes for department efficiency.
* Excellent communication, interpersonal, and organization skills; ability to prioritize workload, handle multiple tasks, meet deadlines, and work self-directed with a sense of urgency.
* Excellent analytical skills.
* Self-motivated and self-directed; strong time management skills.

**PHYSICAL REQUIREMENTS**

Typical office setting. Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. Job will include repetitive movements, repetitive use of computer/office equipment and usage of hands to type, handle, control, or feel objects or tools.

**EEO STATEMENT**

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

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Employee Name – please print

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Employee Signature

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Date