

**Senior Accountant Duties**  
**3/2/2018**

**Position Description:**

The Senior Accountant reports to the COO. Responsibilities include financial reporting, balance sheet reconciliations, monthly GL closing, and other duties as assigned.

**Essential Duties:**

- Calculate payroll for part-time attorneys
- Reconcile balance sheet accounts monthly
- Prepare monthly financial reporting package
- Prepare and timely file General Excise Tax return
- Maintain daily cash reporting
- Review AP
- File 1099s
- Calculate monthly long term disability payment
- Review and maintain fixed asset, charity and other records
- Assist with year-end tax planning
- Ability to perform research and analysis
- Assist in the management of the accounting department
- Perform other tasks as requested by COO

**Qualifications:**

- B.B.A, in Accounting
- Five years accounting experience
- Proficient in Microsoft Office programs, particularly Excel and Word
- Strong knowledge of accounting principles and procedures
- Excellent written and verbal communication skills
- Strong analytical and problem solving skills
- Detail oriented and ability to multi-task

**Compensation/Benefits:**

- Competitive salary commensurate with education and experience
- Medical, Dental, Drug, Vision, EAP, Active Fit, Life Ins, AD&D, Disability, LT Care
- Flexible spending account
- Generous PTO policy
- Paid holidays
- Retirement Plan