

JOB DESCRIPTION

Job Title:	Senior Accountant
Department/Group:	Finance
Work Location:	Stillwater – Hybrid / 4 days Office, 1 day WFH
Reports to:	Controller
Travel required:	None
Position Type:	Full Time, Salary
Job Classification:	Exempt
Date of Description:	June 2024

Position Summary:

The Senior Accountant will support the Corporate Controller with all accounting functions, focused on month-end close, accounting, and financial reporting for Polywater Europe, financial statements, account reconciliation, and overall support for daily accounting operations.

Position Duties:

- Assist heavily with month-end close and preparation of divisional and corporate financial statements.
- Prepare monthly and quarterly journal entries to include payroll, prepaid expenses, accruals, etc.
- Prepare monthly and quarterly balance sheet account reconciliations.
- Complete month-end close and financial reporting for Polywater Europe.
- Recommend improvements to daily and monthly processes to improve efficiency in month-end close and daily accounting tasks.
- Assist with product costing maintenance and quarterly cost rollups/updates.
- Complete regulatory reporting such as sales tax and VAT, under the review and supervision of the Corporate Controller.
- Maintain accurate fixed asset records to include depreciation, additions, and disposals.
- Serve as back-up or extra coverage for Accounts Payable, Accounts Receivable, and Order Entry when needed.
- Set up and maintain EDI connections with customers.
- Assist with the completion of the annual review, business valuation, and any other external audits.
- Assist with GL maintenance and addition or changes of divisions and/or territories.
- Ad-hoc reporting and analysis as needed.

Knowledge, Skills, and Abilities

- Bachelor’s Degree in Accounting or Finance.
- 2-5 years of Public or private accounting experience, manufacturing industry preferred.
- Expert in Microsoft Office Suite with emphasis on Microsoft Excel. PowerBI experience a plus.
- Experience learning and navigating an ERP system; EDI experience a plus.
- Self-directed; ability to make day-to-day decisions independently.
- Demonstrated success with process improvement.
- Strong written and verbal communication skills. Language skills: English is required.

Physical Requirements:

- Prolonged periods of sitting at a desk, working on a computer.
- Ability to lift up to 15 pounds as needed.