



The Accountant II is responsible to ensure the accuracy of accounting records by preparing, recording, reconciling and researching accounting transactions. Attention to detail and organization in a fast-paced environment is a must.

Job Duties:

- Compares budget and actual results on a monthly basis and identifies areas of improvement.
- Reviews accounting transactions for data accuracy ensuring entries are correctly posted to the general ledger account and the appropriate month.
- Regulatory reporting and filing, including Sales & Use Tax reporting.
- Assists with monthly close process including updating all work papers.
- Assists in gathering information in preparation for the annual financial audits.
- Drive process improvement initiatives that impact our financial goals.
- Prepares financial statement summaries, monthly dashboards and analysis of financial statements.
- Perform depreciation calculation for all fixed assets.
- Maintain fixed asset system for accounting, processing and reporting of the assets.
- Perform property tax returns report.
- Assist in the completion of the annual budget process.
- Maintain confidentiality of financial information.
- Performs other duties as assigned.

Skills Required:

- Strong knowledge and experience of fixed assets and General Ledger
- Excellent interpersonal and time management skills to meet time-sensitive deadlines
- Good organizational and planning skills
- High level of attention to detail and accuracy
- Advanced skills in Microsoft Office – particularly Excel formulas and functions
- Familiarity with data query/data management tools
- Research Skills
- Analytical and Presentation Skills

Qualifications:

- Bachelor's degree in accounting, finance, business or related field
- 3-5 years of accounting, business finance or other relevant experience
- Proficiency with spreadsheets, databases and financial software applications.
- Communication and Writing Skills.
- Financial analysis and reporting experience preferred.
- This position has no supervisory responsibilities