

**Position Profile:**

The Senior Accountant coordinates daily, monthly, and annual financial reporting and ensures that all financial reporting functions comply with GAAP. The Senior Accountant owns the entity wide cash management activities and analysis function.

**Work Responsibilities:**

- Enter adjustments to the General Ledger and maintain proper backup for entries.
- Reconcile balance sheet and P&L accounts in General Ledger.
- Participate in various external audits - interact and assist external auditors
- Prepare documentation and provide support for the year-end financial audit as well as other external entities.
- Monitor cash positions; Update checking & loan account spreadsheets.
- Prepare and share inter-company adjustments with the sister company.
- Oversee accounts receivable and accounts payable functions.

**Staff Management:**

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's Degree or equivalent experience in Accounting
- Four years' experience in a relevant finance or accounting position
- Two years' experience effectively managing, supervising, and mentoring staff

**Computer and/or software qualifications:**

- Advanced level of proficiency in Microsoft Excel
- Intermediate level of proficiency in Microsoft Word
- Knowledge of automated financial and accounting reporting systems
- Experience working in an ERP environment

**Core Competencies:**

- Knowledge of generally accepted accounting procedures and principles.
- Ability to work effectively within a cross locational team environment
- Ability to exercise strong judgment in analyzing, appraising, evaluating, and solving problems of a difficult, procedural, organizational, administrative, or technical nature.
- Strong attention to detail, be well organized, and systematic in working.
- Ability to work independently with little supervision.
- Ability to organize and prioritize simultaneous tasks and ensure on-time completion.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to process, maintain and protect company confidential/proprietary information
- Skill in personnel management through motivating, developing, and directing people as they work, identifying the best people for the job.

**Travel Requirement:** Less than 10%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur