

HEID MUSIC

JOB DESCRIPTION:

Job Title: Sr. Accountant/Assistant Controller-
 Department: Finance
 Reports To: Director of Finance
 Date: October 2017

Position Summary:

The Sr. Accountant is responsible for financial analysis, performance management, cost accounting, budgeting, and corporate finance functions. The Sr. Accountant will also prepare financial statements that meet standard accounting principles as well as state and federal regulations. Upon gaining understanding of company accounting systems, looking for this position to grow into new projects to gain operational efficiencies.

Essential Duties and Responsibilities include, but are not limited to, the following:

| Percentage of Time: | Job Functions: |
|---------------------|---|
| 50% | Function: Accounting Operations <ul style="list-style-type: none"> • Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information. • Prepares accurate, timely financial statements in accordance with our established schedule • Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies. • Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries. • Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements. • Conducts monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance • Analyzes financial statements for discrepancies and other issues that should be brought to the Director of Finance’s attention • Reviews all inter-company transactions and generate invoices as necessary • Helps with the preparation of the yearly audit. • Handles personally or supervises general ledger reconciliations. • Assists in the month end closing and financial reporting process including account analysis and reconciliation • Financial analysis as requested • Report building as needed to support financial analysis • Backup to all accounting functions including, but not limited to Accounts Receivable, Accounts Payable, Collection and Accounts Manager roles. |
| 40% | Function: Accounting Efficiencies <ul style="list-style-type: none"> • Oversees, monitors and works to improve accounting procedures, internal controls and database management. • Audits work flow to ensure that all accounting transactions are processed • Reviews monthly closing processes to prevent errors. • Helps maintain accountability of the financial resources of a company. • Ensures compliance with all internal controls. |

APPLETON
 308 E College Ave
 920.734.1969 | 800.236.4343

GREEN BAY
 2605 S Oneida St
 920.498.2228 | 800.261.4343

MADISON
 7948 Tree Ln
 608.829.1969 | 888.665.1969

OSHKOSH
 1750 W South Pk Ave
 920.651.4343

WISCONSIN RAPIDS
 1900 8th St South
 715.423.1000 | 888.826.4343

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|-----|---|
| | <ul style="list-style-type: none"> • Handles special projects as requested by management. • Learn accounting and reporting software to maximize performance and assist in operation improvements. • Assists Director of Finance with a variety of tasks as needed. |
| 10% | <p>Function: Accounting Compliance</p> <ul style="list-style-type: none"> • Stays current on accounting standards including frequently changing tax laws, generally accepted accounting principles, GAAP, and generally accepted auditing standards, GAAS. • Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations. • Stays current on changes in regulations and other industry news. • Acts as liaison with point-of-sale, accounting software, and other system vendors and consultants |

Education, Experience, Qualifications

Required Qualifications:

- Bachelor's degree in accounting, finance or a related field.
- Certified Public Accountant (CPA) designation, Certified Financial Manager (CFM) designation, or Certified Management Accountant (CMA) designation preferred.
- 5-10 years of previous public/private accounting experience
- Working knowledge accepting accounting practices and financial accounting standards.
- Displays the ability to pay close attention to detail.
- Strong problem solving and project management skills
- Exhibits strong computer skills and knowledge of relevant technology.
- Demonstrates good interpersonal skills along with excellent verbal and written communication skills.

Supervisory Responsibilities: none

Certificates, licenses, registration: CPA, CFM, or CMA preferred

Work Environment: Usual office-type working conditions.

Physical Demands: The responsibilities of this position may frequently require using hands to finger, handle or feel, reaching with hands and arms, and talking or hearing. This position may often involve standing, walking and sitting. The ability to taste or smell is not a demand for this position. There are no special vision requirements.

The person in this position:

- Will typically not be exposed to unavoidable hazards in the performance of job duties.

Heid Music Core Values

- Bravo Service Delivery!
- Keeping People in the Loop - Communication
- Personal Ownership
- Be a Part of the Solution - Be a Problem Solver
- Drive, Inspire and Participate in Change

- We Make Things Happen Together
- Continual Personal and Professional Development
- Educate and Entertain
- Strive Towards Profits and Growth