



Job Description

Location – Region	Job Title	Reports to Title
Green Bay, Wisconsin	Senior Accountant	CFO

Purpose: Morley-Murphy Company and its operating subsidiary, Total Energy Systems, LLC are seeking a qualified Senior Accountant to work in our downtown Green Bay, WI office. As a **Senior Accountant**, you will provide organizational assistance in the following functional areas: Monthly close, financial planning and analysis, financial reporting, general and inventory accounting, and accounting software expertise.

Key Job Accountabilities:

1. Drive the close process to ensure that financial results are reported timely and accurately.
2. Create, produce, and maintain insightful financial reporting and analysis monthly. Provide explanation of material trend and budget variances as part of distribution of financial reporting. Answer Leadership Team questions on the financial results before they are asked. Perform ad hoc analysis as requested. Become subject matter expert on reporting tools.
3. Identify accounting and process issues, lead resolution of the issues and communicate appropriately.
4. Working with Operations/Parts, provide analysis and resolution of inventory purchase and cycle count variances on a weekly basis. Provide monthly analysis of variances in gross margin and operating costs.
5. Monitor and analyze the balance sheet. Responsible for maintaining balance sheet integrity. Must analyze all accounts for accuracy and completeness. This includes researching, documenting, and concluding on the status of all asset and liability accounts.
6. Responsible for timely and accurate recording of all transactions related to the purchase, depreciation, and disposal of all fixed assets.
7. Participate in the annual review of consolidated financial statements by external accounting firm.
8. Participate in the implementation of ERP as the accounting subject matter expert.
9. Be the Excel subject matter expert. Create or assist others in creating functional and flexible Excel spreadsheets.
10. Other tasks as assigned.



Skills/Abilities/Requirements/Experience:

1. Bachelor's degree in Accounting, CPA preferred
2. Two to five years of practical work experience, public accounting experience a plus
3. Must possess the technical and interpersonal skills and exhibit the potential to assume a controllership role in 2 to 4 years.
4. Experience in accounting for inventory especially in a distribution environment
5. Proficiency in Microsoft Office required, exceptional Excel skills
6. NetSuite experience a plus
7. Ability to independently conceptualize, develop and execute process improvements
8. Disciplined work ethic and attention to detail.
9. Ability to maintain a high level of confidentiality
10. Must have high initiative, integrity, strong work ethic, good communication and analytical skills.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will be working primarily indoors in a climate controlled, smoke free environment, but also requires the employee to be moving through other areas on a regular basis. From this movement, the employee will encounter varying temperatures from these areas. The normal auto and air travel hazards will apply. The noise level in the work environment is usually moderate but can be higher in other areas.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Please submit your resumes in strictest confidence to hr@morley-murphycompany.com or in writing to our corporate office.