

HEID MUSIC

JOB DESCRIPTION:

Job Title: Sr. Accountant
Department: Finance
Reports To: Director of Finance
Date: March 2019

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:
60%	<p>Function: Accounting Operations</p> <ul style="list-style-type: none">• Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.• Maintains and balances subsidiary accounts by verifying, allocating, posting and reconciling transactions; resolving discrepancies.• Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.• Prepares accurate, timely reports and financial statements in accordance with our established schedule.• Analyzes reports and financial statements for discrepancies and other issues that should be brought to attention• Assists in the month end closing and financial reporting process including account analysis and reconciliation• Conducts monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance• Helps with the preparation of the yearly audit.• Handles personally or supervises general ledger reconciliations.• 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 and Collection roles.
30%	<p>Function: Accounting Efficiencies</p> <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.• 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
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Education, Experience, Qualifications

Required Qualifications:

- Bachelor's degree in accounting, finance or a related field.
- 3-7 years of previous public/private accounting experience
- Certified Public Accountant (CPA) designation, Certified Financial Manager (CFM) designation, or Certified Management Accountant (CMA) designation preferred.
- 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