

POSITION

Job Title: Senior Staff Accountant
Status: Regular Flex
FLSA: Exempt Non-Exempt
Dept/Supervisor: Corporate Controller
Location: Manitowoc WI

SUMMARY

The Senior Accountant has responsibility for the day-to-day cash management. In addition, he/she will be the primary point of contact for property taxes, sales and use tax and will provide financial support for the insurance renewal process. This position will also work to develop reports and offer analysis of company financial positions and offer feedback on growth and development. Works closely with outside accounting firm in preparation of yearly financial reporting.

ESSENTIAL FUNCTIONS

1. Treasury responsibilities:
 - a. Day-to-day cash management
 - b. Daily reconciliation of bank accounts
 - c. Assisting with cash projections
 - d. Answering audit questions regarding treasury
2. Responsible for property taxes, sales and use tax and other ad-hoc tax reporting
3. Providing information as needed for insurance renewal and assisting with other general risk responsibilities as needed
4. Recommend improvements, adaptations, or revisions in the current accounting system.
5. Compile weekly, monthly and yearly reports to be presented to senior management and board of directors.
6. Utilize accounting principles to analyze financial data and make recommendations to management.
7. Compile and analyze financial information to prepare entries to the general ledger.
8. Compile and develop general accounting processes and procedures to create standards for the company.
9. Work closely with outside accounting firm to prepare year-end financials and resolve any questions or discrepancies.
10. Perform other related duties as assigned.

EDUCATION

1. Bachelor's Degree in Accounting is required.
2. CPA Certification is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must be able to demonstrate leadership by serving as an example to others with regard to professional behavior, handling multiple tasks, maintaining a positive attitude, and in response to organizational change.
2. Proficiency with Microsoft Word, Excel and PowerPoint.
3. Must possess excellent leadership, organizational, computer, and communication skills.
4. Ability to work effectively and cooperatively with staff, board, clients, and the public.
5. Ability to multi-task, prioritize appropriately, and work well both individually and as part of a team.
6. Ability to use time productively and contribute to high levels of company operational efficiency and effectiveness.
7. Ability to maintain confidentiality of information.

PHYSICAL DEMANDS

1. Ability to communicate in an active multi-office environment.
2. Ability to efficiently operate all job related office equipment (telephone, computer, calculator, fax, copier).
3. Ability to communicate via telephone.
4. Ability to sit for large portions of a workday.

HIPAA CATEGORIES FOR ACCESS FOR EMPLOYEES AND VOLUNTEERS

- I Full Access: Routine access to patient information as needed to do your assigned job and potential disclosure of patient information with appropriate releases and/or consents.
- II Modified Access: Access to patients that you work with, but only some patient information.
- III Minimal Access: Access only on as case-by-case basis as assigned by a supervisor.

ACKNOWLEDGEMENT

I can perform the above essential job duties with or without reasonable accommodations.

Yes No Initial Here _____

Forefront is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and other state and federal laws, Forefront will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. This job description is not considered an employment agreement or contract. The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the position. Management has the exclusive right to alter job responsibilities at any time without notice to meet business and company needs.

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|-----------|------------|-----------|-------|
| Employee: | _____ | _____ | _____ |
| | Print Name | Sign Name | Date |

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| Supervisor: | _____ | _____ | _____ |
| | Print Name | Sign Name | Date |