



JOB DESCRIPTION

Title: Senior Accountant

Date: December 15, 2025

Classification: Salary (Exempt)

Reports to: VP of Finance

Job Summary:

Responsible for ensuring accurate financial reporting and compliance with U.S. GAAP and SEC regulations. This role involves managing complex accounting processes, supporting quarterly and annual filings, and providing insights into cost structures and operational efficiency. The ideal candidate will have strong technical accounting skills, experience with SOX compliance, and the ability to thrive in a dynamic, fast-paced environment.

Responsibilities:

- Responsible for directing the company's accounting functions and financial policies
- Participates in all financial functions including accounting, budget, credit, insurance, tax and treasury
- Prepares and/or reviews monthly, quarterly, and annual financial statements in accordance with GAAP
- Analyze manufacturing costs, inventory valuation, and variances; provide actionable insights to management
- Assists in the analysis and implementation of long-term financial goals of the company
- Maintain and enhance internal controls to ensure compliance with Sarbanes-Oxley requirements
- Completes journal entries, account reconciliations, and month-end close processes
- Coordinate with external auditors for quarterly reviews and annual audits
- Identify and implement process enhancements to improve efficiency and accuracy
- Manage and oversee special projects from the finance side related to capital expenditures, acquisitions, new business ventures, etc.
- Perform other related duties as required

Skills/Abilities Required:

- Must be able to communicate verbally and in writing
- Strong computer skills including spreadsheets, ERP systems, and email
- Must be capable of following verbal and/or written instructions
- Must have good mathematical skills and logical reasoning
- Ability to handle multiple projects in a fast pace environment
- Ability to troubleshoot at unexpected and inconvenient times
- Trustworthy with highly confidential information
- Must be accurate with numbers with attention to details
- Three years' experience in finance or accounting (management level) and at least a 4-year degree in Business or Accounting
- Can sit for long periods of time, grasp, stoop, and squat or can perform duties with reasonable accommodation