

# SENIOR ACCOUNTANT

Empire Comfort Systems  
Belleville, IL

**Over view of position** Under the direction of the Assistant Controller, the Senior Accountant will carry out accounting responsibilities across multiple general ledgers, with individual responsibilities and process oversight over various accounting functions to include general ledger accounting, such as journal entries, account reconciliations, and month-end closing activities as well as periodic financial analysis and reporting. In addition, this role will be responsible for recommending and implementing process changes in support of increasing effectiveness and efficiency. Areas of focus will change from time to time in order to gradually provide training and exposure to all areas of the balance sheet such as cash management, accounts payable, accounts receivable, inventory, fixed assets and intercompany transaction recording, performing all duties in accordance with Generally Accepted Accounting Principles (GAAP).

## Responsibilities

- Performs monthly and year-end closing duties in accordance with corporate accounting policies and procedures to ensure accurate financial records. Includes preparation of journal entries and supporting documentation and review of general ledger accounts.
- Prepares and processes periodic standard cost information for inclusion in the general ledger and management reporting.
- Analyzes and reconciles accounts on a monthly basis. Prepares supporting schedules for general ledger accounts.
- Performs periodic and ad-hoc financial analysis and reporting.
- Assists with cycle count/physical inventories, investigates variances and resolves issues.
- Reviews standard cost and actual costs for inaccuracies.
- Updates standard cost and performs inventory revaluation at year-end.
- Evaluates obsolete inventory for determining status (sell, dispose, transfer).
- Assists in the daily banking requirements.
- Responds to inquiries from the Executive Board, Assistant Controller, and other finance and firm wide managers regarding financial results, special reporting requests and the like.
- Assists with internal and external financial audit preparation.
- Assists in development and implementation of new procedures and internal controls to enhance the workflow of the department.
- Supports Assistant Controller/CFO with special projects



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- Cross trains on accounts payable, cash disbursements, cash receipts processes, fixed assets register and payroll.
- Performs other tasks as required

## Education, Experience & Skills

- Bachelors' degree in Accounting/Finance
- 3+ years general accounting experience, manufacturing environment preferred
- CPA and/or CGMA helpful, but not required
- Strong understanding of generally accepted accounting principles; experience working with standard cost is helpful.
- Proficient with Microsoft Office, including advanced Excel skills.
- Strong work ethic and team player.
- High degree of professionalism.
- Ability to deal sensitively with confidential material
- Strong interpersonal (verbal and written) communication skills.
- Ability to communicate with various levels of management.
- Decision-making, problem-solving, and analytical skills.
- Organizational, multi-tasking, and prioritizing skills.

## Key Competencies

- Ability to maintain strict confidentiality and exercise good judgement in handling sensitive information
- Highly organized and efficient in how they manage their time, organize their workspace, and balance their task list and conflicting priorities
- Attention to detail and the ability to process data with consistent accuracy
- Able to adapt and remain positive during changes to processes and working conditions
- Strong, professional communication skills in listening, speaking, and writing necessary for communication with staff, service providers and co-workers over the phone, in person, and via e-mail
- Happy to work as a part of a team or independently, willing to communicate needs in a constructive manner as well as provide support to direct reports as well as management when needed
- Sound judgement and the ability to make reasonable decisions in the absence of direction
- Receptive to coaching from management, responds positively with willingness to make changes when desired

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**Supervisory Responsibility** - This position has no supervisory responsibilities

**Reporting Authority** - Asst. Controller

**Classification** – Full-time, exempt

**Schedule** – Monday through Friday, 8 hours daily; additional hours as needed based on workload/deadlines.

## **Benefits offered**

- Two weeks paid vacation, pro-rated first year
- Eleven paid holidays per year
- Health insurance; including dental and vision, life, AD&D, LTD, STD, Supplemental and Flexible Spending Account
- 401k Retirement benefits, including employer match
- Tuition reimbursement
- Employee discounts
- Business casual dress and more!

## **How to Apply**

Send a resume and cover letter to [jobs@empirecomfort.com](mailto:jobs@empirecomfort.com). Please include “Senior Accountant” in the email subject line.

