



JOB DESCRIPTION

Job Title: Senior Accountant	Department: Finance/HR/Administration
Reports To: Chief Financial Officer	FLSA Status: Exempt
Direct Reports: None	Effective/Revised Date: December 2018

JOB SUMMARY

Prepares and analyzes financial information to provide accurate and useful information to management for review and decision-making. Prepares payroll and payroll tax information. Assists with Administration of company ERP and computer/software systems.

JOB DUTIES AND RESPONSIBILITIES

Cost Accounting

- Analyzes cost data in ERP (SyteLine) to determine selling price based on established pricing guidelines; reviews Item Pricing Report to analyze selling prices on an ongoing basis.
- Assures that proper costs flow through Cost of Sales (COS) account by analyzing and adjusting FIFO stacks for items shipped.
- Reviews daily Value Shipped Reports and recalculates margins to verify routings and pricing on recently shipped items; maintains Proofer Modular Cost Analysis.
- Updates the Margin Analysis and cost figures of items shipped during the previous month.
- Prepares annual price analysis on other non-stocked items (such as DCA cutters, etc.)
- Prepares special cost analysis reports on major jobs as requested.

Finance

- Completes and reviews month-end work papers for review.
- Prepares annual budget for review.
- Prepares work papers for year-end audit and facilitates audit work completed by accounting firm.
- Coordinates, prepares and files all sales tax returns
- Prepares year-end tax work papers.
- Maintains the detailed bakery inventory listing.
- Maintains fixed asset and depreciation system and schedules

Information Technology

- Assists with Administration of company ERP and computer/software systems.
- Answers employee questions and troubleshoots problems, working with the vendor to resolve.
- Performs other duties or special projects as assigned.

Payroll

- Acts as back-up for the preparation of the shop payroll.
- Process employee benefit contributions and related reporting
- Coordinates quarterly and annual payroll tax form completion with payroll processing firm.

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JOB REQUIREMENTS

- Bachelor's degree (B.S.) in Accounting or equivalent experience.
- 5+ years related work experience, preferably with 2 years in auditing in a public accounting firm or in a manufacturing setting.
- Advanced knowledge of spreadsheets (preferably Excel), word processing software (preferably Word) and the ability to learn new software.
- Network Administration experience preferred.
- Strong knowledge of Windows.
- Strong financial aptitude.
- Problem solving skills.
- Ability to handle multiple, concurrent projects and tasks.
- Strong written and verbal communication skills.

PHYSICAL DEMANDS/WORKING CONDITIONS

Work is performed in a typical office environment, requiring use of the phone and frequent use of the computer. High attention to detail required. Some occasional travel is required.