



**Position Title:** Senior Accountant

**Status:** Full-Time, Exempt, On-Site-  
Chicago Office

**Reports to:** Controller

**Date:** September 2022

**Job Summary:**

Under the general supervision of the Vice President of Finance and the Controller, the Senior Accountant is responsible for general accounting operations and maintaining financial procedures. The Senior Accountant ensures financial compliance through preparation of the company's reports and statements. The Senior Accountant should also have knowledge of Generally Accepted Accounting Principles (GAAP).

**Position Duties:**

- Assist with the month-end closing process.
- Account balance and bank statement reconciliations and documentation, research account discrepancies, prepare journal entries such as AR/AP, fixed assets, revenues, payroll, make correcting journal entries as needed, prepare closing journal entries, post accrual entries, and prepare financial statements.
- Create and maintain a monthly close binder.
- Prepare financial reports and variance analysis.
- Assist with financial statement audit.
- Assist with budgeting, financial planning and analysis (FP&A), and cash flow projections.
- Evaluate, develop, improve, and document departmental standards and procedures for proper financial management.
- Ensure regulatory compliance.
- Assist with internal audit.
- Provide tax support.
- Other duties as assigned

**Job Knowledge and Skills:**

Can work independently and inter-dependently, as a team member and across departments. Possess a high level of accuracy and attention to detail. Work efficiently in a fast-paced environment and meet strict deadlines is essential. Take the initiative in identifying and anticipating needs. The ability to analyze facts, form a judgement and problem solve is essential. Act with integrity, professionalism, and confidentiality. The ability to plan and prioritize projects in a timely manner and keep the project owners updated and well informed are required. Exceptional oral and written communication skills, time management, and organizational skills are essential.

**Education and Experience:**

- Bachelor's degree or higher in accounting required.
- 2 years or greater Corporate Accounting experience required.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Microsoft Access is a plus.