



Job Description

JOB TITLE: Senior Accountant	
BUSINESS DIVISION: WISHBONE MEDICAL INC	Status: SALARY / EXEMPT
DEPARTMENT NAME: FINANCE	Type: FULL-TIME
PREPARED BY: HUMAN RESOURCES	DATE: 5/3/2022
WORK LOCATION: CORP - WARSAW	REPORTS TO: CHIEF ACCOUNTING OFFICER

SUMMARY:

The position of Senior Accountant oversees general accounting operations by controlling and verifying the financial transactions at WishBone Medical. Responsibilities include reconciling account balances and bank statements, maintaining general ledgers, and preparing month-end close procedures. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate has also experience collaborating with various teams on projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(includes the following but other duties may be assigned)*

- Support month-end, quarter-end, and year-end close processes
- Prepare analysis/review PowerPoints for various departments and groups
- Assist with internal and external audits
- Assist with tax audits and tax returns
- Verify, allocate, post, and reconcile accounts payable and receivable
- Product error-free accounting reports and present the results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to accounting systems and procedures
- Participate in financial standards setting in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Assist with bi-weekly payroll processing
- Ensure compliance with GAAP principles
- Work with all teams to improve financial procedures
- Lead periodic physical inventory counts

QUALIFICATION REQUIREMENTS:

- Degree – BS in Accounting and/or Finance
- Experience preferred - 3+ Years
- Advanced MS Excel skills
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Ability to work with little to no supervision
- Preference given to candidates with MBA, professional certification, and/or public accounting experience

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OTHER SKILLS and ABILITIES:

- Eagerness to collaborate with different teams to find creative solutions to problems
- Ability to organize and complete several projects at the same time, while also maintaining day to day accounting tasks
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends in the medical device industry
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, preferably JobBOSS and SAP

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Associate will normally work in an office environment but may also be subject to high noise levels from machines and physical hazards from moving machine parts.

REVIEWED AND ACCEPTED BY:

<i>MANAGER</i>	<i>ASSOCIATE</i>
NAME: Mike Milligan	NAME:
SIGNATURE:	SIGNATURE:
TITLE: Chief Accounting Officer	TITLE:
DATE: 5/3/2022	DATE:

The above description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.
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