

LIBERTY LIFT SOLUTIONS

Job Description: Senior Accountant



Division/Department	Corporate
Location	Houston, TX
Job Title	Senior Accountant
Reports to	Controller

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

POSITION SUMMARY

The Senior Accountant position is responsible for the ongoing analysis and processing of inventory and fixed assets, margin analysis, and tracing costs back to underlying activities. This position must monitor those data accumulation systems needed to provide an appropriate level of information to management. General ledger responsibilities include creating journal entries and assembling supporting documentation, tracking the contents of general ledger accounts, reconciling subledgers to general ledger accounts, assisting with the monthly close process, processing transactions and creating portions of the financial statements. This position is approximately 40% Inventory and Cost Accounting/40% Fixed Assets and AFE Accounting/20% General Ledger Accounting and Other.

RESPONSIBILITIES

- Project cash flow requirements for inventory vendors
- Process payments to inventory vendors
- Resolve discrepancies between company and inventory vendors
- Reconcile shipment and payment status of inventory from China
- Work with Inventory Managers at Corporate and Regional levels to ensure accuracy of inventory subledgers
- Reconcile inventory subledger to general ledger on a monthly basis
- Validate the cost of goods sold as part of the month-end close
- Participate in physical inventory counts and cycle counts
- Investigate cycle counting variances and resolve issues
- Report on margins by product and division
- Maintain fixed asset subledger in ERP system
- Reconcile fixed assets in ERP system to other lists
- Develop processes for timely, accurate processing of fixed assets
- Review tax treatment of fixed asset transactions
- Process AFE's on a timely basis
- Ensure completeness of AFE requests and approval
- Enforce fixed asset capitalization policy
- Review capital assets for proper treatment and disclosure
- Provide support for weekly and monthly reports required by lenders
- Maintain deadlines for external reporting requirements
- Process journal entries into the accounting software
- Accumulate supporting information for all journal entries and ensure completeness at month-end
- Prepare and manage assigned balance sheet general ledger accounts (lead sheets)
- Assist in the production of monthly financial statements and reporting package
- Facilitate external audits and annual insurance renewal
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree (B. A.) from four-year college or university with a focus on Accounting
- Two to five years related experience
- Must have strong understanding of bookkeeping/accounting to input, process, and maintain sub-ledgers and general ledger accounts
- Basic Excel Skills
- Familiar with ERP systems-SyteLine preferred
- 3 - 5 years of accounting/ bookkeeping experience is preferred

COMPETENCIES

- | | |
|---------------------------------|---|
| • Professional Maturity | • Responsibility |
| • Communication | • Time Management |
| • Flexibility | • Ability to Work Under Minimal Supervision |
| • Customer Service | • Job/Technical Knowledge |
| • Collaboration and Partnership | • Problem Solving |
| • Attention to Detail | • Integrity and Respect |
| • Teamwork | • Accountability |

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands: This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

Work Environment: This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Date

Employee Signature