

LIBERTY LIFT SOLUTIONS

Job Description: Senior Accountant



Division/Department	Corporate
Location	Houston, TX
Job Title	Senior Accountant – Fixed Assets
Reports to	<i>Assistant Controller</i>

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 processing of fixed asset and lease transactions; ongoing analysis of balance sheet and income statement accounts; design, improvement and enforcement of processes; and researching technical issues. 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% fixed asset and AFE accounting, 40% reconcile, review and analyze general ledger accounts, and 20% other.

RESPONSIBILITIES

- Maintain and enforce AFE process
- Develop system to track and summarize AFE spending
- Prepare reports for internal and external users (weekly, monthly, annual)
- Move fixed asset subledger from Excel file to Fixed Asset software
- Become subject matter expert on Fixed Asset software
- Reconcile fixed asset subledger to general ledger on a weekly and monthly basis
- Responsible for fixed asset budget and associated accountability during the year
- Develop and implement a fixed asset tracking methodology
- Lead fixed asset counts and communicate results
- Provide fixed asset reports to regions and product line managers for periodic review
- Work with regions to communicate additions/disposals of fixed assets to insurance agent
- Coordinate and prepare annual Property Tax Renditions
- Process monthly check requests for facility leases
- Maintain list and related support for operating leases
- Maintain list and related support for capital leases
- Process daily cash receipts from customers
- Prepare and manage assigned balance sheet general ledger accounts (lead sheets)
- Review and analyze multiple income statements on a functional and regional basis
- Maintain deadlines for external reporting purposes
- Process journal entries into the ERP system
- Assist in the production of monthly financial statements and reporting package
- Assist in the preparation of disclosures in the annual financial report
- Communicate with multiple levels of employees to identify process improvements and resolve issues
- Support design, implementation and enforcement of process and improvements
- Assist with annual insurance renewals
- Other duties as assigned

QUALIFICATIONS

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

COMPETENCIES

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