

MGIS Staff Management, Inc.

Position: Senior Accountant
FSLA Status: Exempt
Location: Salt Lake City
Reports To: VP/Controller

Position Summary:

The Senior Accountant position is responsible for completion and maintenance of general ledgers and various company financial reports.

Essential Duties and Responsibilities include the following:

- Prepare & analyze monthly consolidated financial results using generally accepted accounting principles, prepare technical interpretation of emerging financial issues
- Prepare monthly variance reports actual to budget. Statements shall be prepared and reviewed for accuracy and completeness
- Prepare and coordinate bi-monthly payroll for the company
- Verify, record and report all financial transactions
- Review & analyze all aspects of company financial business plan
- Assist outside auditors and various federal, state and local authorities in their periodic audits of company records
- Responsible for general ledger and month end closes of the accounting systems, including monthly journal entries for accruals, prepaids, etc.
- Evaluate the internal accounting controls of the company and recommend areas for improvement. Facilitate the changes necessary to correct any deficiencies in the internal control structure
- Complete financial analysis as assigned
- Participate in the preparation of all state, federal and local tax reporting for the company
- Assist senior management to provide specific direction to current processes and procedures that will improve financial tracking and reporting/results
- Responsible for account reconciliations as well as review of the procedures, audit trails and system controls over the accounting functions
- Prepares analyses for company departments
- Assist in management of company cash flow.
- Participate in various non-Accounting departmental meetings and provide financial and internal control guidance to department managers
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition to those listed below, candidates must also possess strong organization skills; consistency; dependability; strong verbal and written communication skills; strong computer systems knowledge and experience; research, analytical and investigative skills; desire to meet regulations; assertiveness; patience and persistence.

- College degree in Accounting or Finance (CPA preferred but not required)
- Minimum five (5) years related work experience; some supervisory experience preferred
- Proficient with Microsoft Excel software
- Strong analytical and organization skills
- Excellent communication skills; ability to effectively communicate with others in a professional manner
- Ability to function in a professional office environment and utilize standard office equipment

Additionally, this individual should have an ability to lead and motivate groups and individuals; to overcome obstacles to cooperation and to foster harmonious relations; to balance competing priorities, complex situations, and tight deadlines. He/she should possess strong project management skills; proven leadership and consensus building skills and excellent written, verbal, and interpersonal communications skills. In addition, this individual must be able to work in harmony with others.

Compensation:

Compensation is negotiated individually and is based upon the position, experience and qualifications and performance of the individual.

INTERNAL DOCUMENT