



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: Senior Accountant

Department: Accounting

Reports To: Controller

Summary: Assists in the preparation of monthly and annual financial statements. Conducts complex and critical financial studies and analyses. Maintains general accounting records for areas of responsibility.

Core Responsibilities:

- Performs key functions in the monthly close process and routine account analysis in order to ensure the accuracy of the financial statements.
- Conducts analysis to explain and document the balance in each account in detail, including any adjustments being made to the account.
- Initiates and prepares journal entries including both routine entries as assigned and entries required due to account analysis.
- Assists in the preparation of monthly financial statements, including any required analysis of reports and the preparation of supporting schedules.
- Provides information and assistance to any audits by government agencies related to their specific areas of responsibility.
- Assists independent outside auditors, including answering questions regarding account analysis, journal entries and obtaining requested files and reports.
- Drive process improvements and automation of manual workflows to achieve greater efficiency.
- Preparation of state and local sales and use tax returns utilizing Avalara software.

Education, Experience, Skills Required:

- Bachelor's degree in Accounting
- 3-5 years experience in accounting and finance
- Fundamental knowledge of GAAP
- Strong verbal, written, verbal, analytical, problem-solving and interpersonal skills
- Must maintain integrity throughout work product balancing attention to detail with a connection to the big picture and consistently meet deadlines
- Ability to work independently and collaboratively across teams
- Proficient in use of MS Excel and MS Word programs
- Knowledge of NetSuite and Avalara a plus