



## Job Description

**Position Title: Senior Staff Accountant**

Reports To: Controller FLSA Classification: Exempt

Location: Fort Lauderdale, FL Last Reviewed: 12-2010

**Position Summary** (A broad statement that captures the essence and overall purpose, 2-4 sentences.)

Senior Staff Accountant is being sought by medical manufacturing/distribution company in North Fort Lauderdale area with small accounting group.

## Essential Functions:

**The Senior Staff Accountant responsibilities include, but are not limited to the following:**

- Record financial transactions via journal entries, including month-end close process.
- Perform moderately complex analyses (commissions, rebates, accruals, etc.) and prepare monthly account reconciliations in support of the financial statements
- Perform variance analyses and P/L reporting
- Assist with the preparation and administration of the annual budget, as well as periodic operating forecasts
- Assist in the annual financial audit and preparation of tax return work papers
- Ad-hoc reporting and special projects as required by Senior Management

## Position Specifications:

### Job Experience / Requirements

- Minimum of 5+ years of Accounting Experience (including 1 – 3 years with large CPA firm)
- Bachelors Degree in Accounting required
- Advanced knowledge of EXCEL and ACCESS required
- Knowledge of and experience with Crystal and FRX reporting highly desirable
- Experience with financial systems software required, MAS 90/200 preferred
- Strong, concise written and oral communication skills necessary; strong analytical skills; must be able to work under pressure, meet deadlines, multi-task and work independently; ability to work cooperatively and collaboratively with all levels of employees, management and third parties.

### Physical/Mental Environment:

Regularly required to stand for extended periods; walk; sit; use hands to handle objects and feel controls; reach; climb stairs; stoop; crouch; talk; listen; and vision capabilities that enable reading and viewing a computer screen. Ability to lift up to 20 lbs.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel. The above duties are subject to change and shall not be construed as a promise or contract of employment or of any specific duties.

Employee:

Date:

## Approvals:

Supervisor/Manager:

Date: