

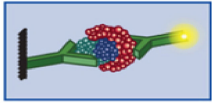
Senior Accountant Job Description

Summary:

The Senior Accountant is responsible for reviewing and analyzing financial account activity, reporting on variances, in charge of month-end close entries, consolidation preparation, financial reporting, presentations, internal controls and miscellaneous process improvement initiatives..

Essential Duties:

- Perform in month-end closing procedures; run month end reports, enter journal entries, prepare monthly summary and other reports as required
- Support Accounting Manager by interpreting and reporting the accounting data in order to arrive to the overall business conclusions.
- Participate in forecasting and budgeting process. Work with managers on departmental expenses analysis.
- Maintain fixed asset records in FAS and run depreciation schedules and reports for all companies, work with other departments to identify and dispose capital assets.
- Assist in Balance Sheet and Income Statement review for all US and Tecate companies
- Prepare monthly revenue report and calculate commissions
- Compile and support external and internal auditors requests for information and documentation
- Review the *Purchase Price Variance* report for accurate recording of expenses
- Cross-train and serve as a backup to cost accounting staff in cost quotes preparation and developing cost estimates for new business.
- Verify listings of costs and inventory transactions, correct discrepancies
- General Ledger account reconciliations as assigned (CIP, Cash Accounts, Fixed Assets, Sales Tax Payable, etc.)
- Prepare quarterly sales tax returns and monthly estimates
- Prepare annual 571L Property tax return and 1099 forms
- Calculate and prepare the annual U.S. Customs cost reconciliation
- Prepare monthly bank account reconciliations
- Special projects



- Regular, reliable and predictable attendance
- Other related duties as required

Equipment Used:

Personal Computer
General Office Equipment
Accounting Software
Company Vehicle

Job Specifications:

Bachelor's degree in accounting (or equivalent) with at least 6 years overall accounting experience and 2 years of manufacturing environment experience. CPA is desirable. Strong excel skills required.

Working Conditions; Physical & Mental Demands:

Must be able to work in a fast-paced accounting environment. Strong interpersonal skills with all levels, ability to function as a team player.
Valid driver's license, current proof of insurance and clean driving record

Supervision of Others:

None

Monetary Responsibilities:

Wire transfers through online banking.

Equal Employment Opportunity (EEO):

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.