

SENIOR ACCOUNTANT

JOB SUMMARY:

- Perform duties to support the control, accuracy, and financial reporting of Inventory and Fixed Assets.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform duties related to inventory including:
 - Preparation of month-end inventory analysis reports and lead monthly review meeting with senior management.
 - Preparation of journal entries, balance sheet reconciliations, and audit support schedules.
 - Work with Supply Chain/Operations to ensure accurate recording of inventory transactions.
 - Monitor and audit physical inventory counts and preparation of inventory reconciliation.
 - Monitor and adjust inventory reserves as needed.
 - Create efficiencies related to financial management of inventory.
 - Verifying accurate costing of inventory.
 - Prepare quarter end/year end audit schedules relating to inventory and assist the auditors in their inquiries.
 - Maintain and monitor a SOX compliant system of controls and procedures for financial management of inventory.
 - Special projects as required.
- Perform duties related to fixed assets including:
 - Recording of fixed asset acquisitions, dispositions, and transfers in the accounting system.
 - Preparation of month-end fixed assets analysis and lead fixed asset month-end review meeting with senior management.
 - Investigate the potential obsolescence of fixed assets.
 - Conduct periodic physical inventory counts of fixed assets.
 - Recommend to management any updates to accounting policies related to fixed assets.
 - Conduct analyses related to fixed assets as requested by management.
 - Prepare quarter end/year end audit schedules relating to fixed assets and assist the auditors in their inquiries.
 - Maintain and monitor a SOX compliant system of controls and procedures for financial management of fixed assets.
 - Special projects as required.
- Perform other duties as assigned.

SKILLS/QUALIFICATIONS/COMPETENCIES:

- Expertise with QuickBooks and Excel.
- Experience with other GL and ERP systems a plus.
- Strong communication and interpersonal skills.
- Current knowledge of GAAP.

EDUCATION REQUIREMENTS:

- Bachelor's Degree in Accounting or Finance.

EXPERIENCE REQUIREMENTS:

- Experience with medical device industry or manufacturing preferred.
- 5-8 years of related inventory accounting experience preferred.
- 1-3 years of related fixed assets experience preferred.
- Experience in a start-up company a plus.