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Senior Accountant

Description

WPS | Washington Professional Systems is an iconic, family-run AV technology integration firm with over 35 years of experience. We are experts in our field and have developed a reputation for helping customers solve complex and challenging problems. WPS clients include Fortune 500 companies, professional sports teams, famed performing art venues, theme parks, and governments at all levels. WPS is well-respected and known in the industry for producing the highest quality work, regardless of budget or project size.

WPS is growing rapidly, and we have an exciting opportunity for an experienced Senior Accountant to join our talented and experienced accounting team in our Wheaton, MD office. This is a permanent position. Salary is market competitive.

In this role, you will be responsible for providing accounting support the CFO, including managing and overseeing the accounting integrity the company. The Senior Accountant will also be responsible for investigating accounting issues and compliance, but also establishing quality controls of financial transactions and reporting.

Additional responsibilities include, but are not limited to performing account reconciliations, maintaining the general ledger, researching items/issues impacting financial statements, mentoring, and supervising accounting staff, assisting with quarterly and annual tax preparations, and performing other accounting duties as assigned.

Responsibilities

- Execute monthly accounting close-out activities and deliverables (i.e., journal entries, account reconciliations and reporting)
- Prepare monthly journal entries
- Perform monthly bank reconciliations
- Assist in the preparation and filing of quarterly and annual taxes
- Reconcile accounts monthly to ensure accurate reporting and ledger maintenance
- Identify and resolve items/issues impacting the financial statements
- Assist with financial audit preparations and audit process
- Maintain proper documentation of monthly data and analysis
- Assist in special projects, process improvement and technical accounting research
- Coordinate deliverables and communicate financial issues to CFO
- Contribute to improving accounting process workflows
- Work directly with AR, AP and our Sales Managers as needed to resolve issues
- Other duties assigned as needed

Qualifications

- Bachelors' degree in Accounting, Finance, Business or related field required

Hiring organization

WPS | Washington Professional Systems

Employment Type

Full-time

Job Location

11242 Grandview Ave., 20902, Wheaton, Maryland, US

Valid through

31.03.2023

(MBA and/or CPA is preferred)

- Minimum of 3 years relevant experience
- Experience operating in a multi-state and/or complex matrix business environment
- Intermediate/Advanced experience with General Ledger Programs and Financial Reporting applications (Navision)

Education

- Bachelors' degree in Accounting, Finance, Business or related field required (MBA and/or CPA is preferred)

Job Benefits

WPS offers competitive compensation and benefits packages including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- Paid time off

WPS an equal employment opportunity (EOE) and affirmative employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.