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## Senior Accountant

### **Job Description**

As the Senior Accountant for WPS | Washington Professional Systems, you will play a pivotal role in steering the financial integrity and financial planning of our organization. This position requires a dynamic blend of complex accounting tasks and financial management responsibilities. You will be instrumental in ensuring the accuracy and compliance of our financial documents, contributing to key financial reporting, and providing valuable insights to support business decisions. In this role, you will be working closely with, and reporting directly to, the Chief Financial Officer (CFO). Your expertise will not only maintain our high standards of financial excellence, but also drive continual improvement in our financial processes and systems.

This role is tailor-made for a seasoned accounting professional who thrives in an independent, fast-paced environment, and is eager to take on challenges in a highly collaborative setting. At WPS, you will have the opportunity to engage with diverse financial aspects of our renowned AV systems integration projects, contributing significantly to the financial success and growth of the company.

### **About WPS**

WPS | Washington Professional Systems is an award-winning, family-owned and operated AV technology integration company with over 35 years of experience. Our team are experts in their fields and are constantly helping customers solve complex and challenging problems. WPS clients include Fortune 500 companies, professional sports teams, famed performing arts venues, theme parks, and governments at the local, state, and federal levels. WPS is well-respected and known in the industry for producing the highest quality work, regardless of budget or project size.

### **Key Responsibilities**

In this position you will report directly to our CFO and your primary responsibilities will include:

#### 1. Financial Record Keeping and Reporting:

- Managing daily accounting operations, ensuring accuracy in bookkeeping and record maintenance
- Assist in the preparation of financial statements, including balance sheets, income statements, and cash flow statements, ensuring they comply with accounting standards and reflect the company's financial status accurately
- Preparing financial statements and reports

#### 2. Budgeting and Forecasting:

- Assisting the CFO in developing and preparing the annual budget, including detailed analysis of revenues and expenditures

### **Hiring organization**

WPS | Washington Professional Systems

### **Employment Type**

Full-time

### **Job Location**

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

### **Valid through**

31.05.2024

### **Base Salary**

\$ 80,000.00 - \$ 100,000.00

### 3. Account Reconciliation

- Performing regular reconciliation of all bank statements and ledger accounts to ensure accuracy and consistency of financial records
- Ensuring financial records are up-to-date and accurate

### 4. Tax and Regulatory Compliance

- Playing an active role in the preparation and filing of all tax returns, ensuring compliance with local, state, and federal tax laws and regulations
- Staying updated on changes in tax regulations and accounting standards, and ensure the company's accounting practices remain compliant
- Collaborate with external tax advisors and auditors as needed

### 5. Internal Controls and Audit Support

- Maintaining internal control systems
- Supporting internal and external audit processes
- Evaluating current accounting operations, offering recommendations for improvement and implementing new processes for better financial management and control

### **Qualifications**

- Educational Background: Possession of a bachelor's degree in accounting, Finance, or a related field.
- Professional Experience: A minimum of 5+ years of experience in accounting or finance roles. Prior experience in a senior accounting role is highly desirable.
- Accounting Expertise: Strong command of accounting principles and financial reporting. Experience in handling complex accounting operations and familiarity with GAAP
- Independent Work Ethic: Demonstrated ability to work independently with minimal supervision, showing self-motivation and capability to manage priorities effectively.
- Technical Proficiency: Advanced skills in accounting and proficiency in Microsoft Office Suite, especially Excel.
- Analytical Skills: Excellent analytical abilities with a keen attention to detail. Ability to analyze financial data and provide insightful recommendations.
- Communication Skills: Strong verbal and written communication skills. Ability to convey financial information clearly to both financial and non-financial audiences.

### **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.