

JOB DESCRIPTION



Job Title: Senior Accountant
Department: Finance & Accounting
Reports to: Controller
Direct Reports: None
Date Prepared: May 2018

Job Summary	As a Senior Accountant you will perform monthly and year end closing processes, which consist of account reconciliations, posting journal entries, reporting and analysis.. You will manage accounts receivable including billing, recording revenue, cash receipts and following up on past due accounts. You will provide support for the bi-weekly payroll process and monthly sales tax returns.
Essential Functions	<ul style="list-style-type: none"> • Prepare journal entries on a daily and monthly basis, ensuring accurate account balances and compliance with GAAP. • Reconcile various balance sheet accounts on a monthly basis. • Investigate anomalies identified to determine root causes and implement solutions to improve processes. • Understand internal control procedures and regulations and assist in maintaining and updating accounting policies and procedures. • Review processes and identify opportunities to improve efficiency/accuracy and implement solutions. • Complete special projects and other responsibilities as assigned. • Oversee customer billing and cash receipts process, research payment issues, including resolutions of customer disputes, deductions, chargebacks, refunds. • Support payroll process, including biweekly maintenance of records, including new hires, terminations, benefit adjustments, pay rate changes, etc. and quarterly forecasting • Monthly sales and use tax return preparation and transmittal for multiple counties and subsidiaries.
Education and Experience	<ul style="list-style-type: none"> • Bachelor’s degree in Accounting required. • 3 to 5 years of accounting or finance experience required.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles and procedures, as well as knowledge of internal control procedures and regulations. • Knowledge of Microsoft Office, including strong Excel skills. • Knowledge of accounting software required, Oracle based JD Edwards General Ledger System preferred. • Strong analytical and verbal and written communication skills; ability to organize and manage projects and high degree of integrity including ability to successfully deal with sensitive or confidential information.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to travel. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.