

Job Title: Senior Accountant
Department: Finance & Administration
Reports to: CFO
Prepared by: Human Resources

Position Overview

We are seeking an experienced, detail-oriented Financial Analyst to join our growing organization. In this position, you will assist/handle various parts in the following processes: forecast, budget development, and financial & operational reporting within the company.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

Provides financial information by analyzing and reconciling accounts; preparing reports, and maintaining Excel-based budget models.

- Support budget owners in the development and status of budgets, forecasts, and actuals
- Participate in budgeting (for departments and projects), cost and variance analyses
- Generate and analyze Great Plains (GP) and Sales CRM reports
- Develop and maintain financial models (Excel) through benchmarking and process analysis
- Act as liaison with U.S. and Canadian Tax preparer / authorities.
- Work with Event Directors, Department heads, and CFO in support of monthly, quarterly and annual Forecasts
- Reconcile All General Ledger and Inner Company (I/C) accounts. (Collaborations, P/R, FSA, Rent, ETC)
- Prepare shows' cost projections
- Maintain the company's business insurance file and review premiums status
- Maintain confidentiality of financial information
- Work on Special Projects as required
- Provide supporting details for Annual Audit as needed
- Input forecast data into corporate systems CAPS/ MIS

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and, ability required. Under the American Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- Bachelor's in Finance/Accounting

Qualifications & Work Experience

- Proficiency in MS Office (Excel)
- 4+ years of financial and analytical experience required with strong knowledge of accounting principles.
- Knowledge of relevant accounting software
- Attention to detail
- Planning and organizing and financial modeling skills
- Excellent interpersonal and communication skills, both written and verbal
- Team player comfortable in a support role
- Problem-solving skills
- Initiative
- Ability to prioritize and schedule workload

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work long hours on-site during shows.
- Ability to sit, stand, walk, travel to shows and walk up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic office environment
- Trade show environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Management reserves the right to alter or amend the above job description, responsibilities and compensation at their sole discretion at any time. All stipulations of the Employees Handbook take precedence and are not amended by this job description.