



## Vertical Bridge Job Description

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|--------------------|----------------------|---------------------|------------|
| <b>Job Title:</b>  | Corporate Accountant | <b>Date:</b>        | 1/17/18    |
| <b>Department:</b> | Finance              | <b>Location:</b>    | Boca Raton |
| <b>Reports To:</b> | Accounting Manager   | <b>FLSA Status:</b> | Exempt     |

### Summary:

The Corporate Accountant is responsible for daily general accounting, journal entries, account reconciliations and audit support.

### Job Functions:

1. Prepare journal entries as required
2. Assist with monthly account analysis and reconciliation of select general ledger accounts for multiple legal entities
3. Identify and review variances and exceptions. Work with peers and other departments to resolve and escalate to Manager as necessary; offer ideas for resolution to correct exceptions and prevent recurrence of issues going forward.
4. Assist with the preparation of financial statements
5. Prepare audit support and assist with questions as needed
6. Assist in identifying and implementing best practices related to internal controls
7. Document policies, procedures, and workflow for assigned area of responsibility
8. Assist management on special projects and other duties as assigned

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel.

### Education and Experience:

1. Bachelor's Degree preferred, preferably in Finance/Accounting
2. Minimum 1 year of work experience in Finance/Accounting
3. Prefer prior experience working with Dynamics AX, Great Plains, or similar accounting system
4. Strong detailed analytical skills, including advanced Excel skills
5. Position requires the ability to successfully manage multiple priorities
6. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
7. Demonstrated mastery in multiple tasking and thorough individual who is a self-starter
8. Effective in an entrepreneurial culture, working independently and as part of a team

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