



Vertical Bridge Job Description

Job Title:	Senior Accountant	Date:	06/03/22
Department:	Finance	Location:	Boca Raton
Reports To:	Accounting Supervisor	FLSA Status:	Exempt

Purpose:

The Senior Accountant will be responsible for daily general accounting responsibilities including, but not limited to, journal entries, cost accounting for different construction projects, financial reporting, account reconciliations and audit support. This position will require an individual who is well organized and can identify and implement efficiencies through process improvements.

Job Functions:

1. Plan and execute to meet monthly deadlines for month-end closing of financial statements
2. Prepare journal entries and account reconciliations for multiple accounts and multiple entities
3. Prepare job costing reports and other ad-hoc reporting for construction sites
4. Assist in preparation of monthly financial statements and other packages for investors, lenders, and management
5. Prepare and provide analysis to ensure accuracy and completeness of financial statements
6. Identify and implement best practices related to internal controls
7. Assist in the preparation of annual audited financial statements
8. Work closely with the accounting team and other departments throughout the organization
9. Analyze, identify, and propose solutions to increase the effectiveness of processes and procedures
10. Collaborate on ad-hoc or recurring project teams to prepare various analysis for enhancement of the business

Supervisory Requirements:

None

Working Conditions and Physical Demands:

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

Education and Experience:

1. Bachelor's degree in accounting required. CPA candidate preferred
2. Minimum of 3 years of accounting experience required, preferably in a related industry such as real estate, leasing or telecommunications
3. Fixed asset and cost accounting experience is a plus
4. Working knowledge of accounting practices, procedures and regulations governing accounting practices
5. Prior experience of year-end financial statement audit process
6. Experience working with Microsoft Dynamics AX, NetSuite or similar accounting system preferred
7. Highly competent user of Excel and proficient with other MS Office suite products
8. Effective in an entrepreneurial culture, working independently and as part of a team



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Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.