



**JOB TITLE:** Senior Accountant  
**REPORTS TO:** Controller  
**LOCATION:** Fully Remote  
**FLSA CLASS:** Exempt, Salary  
**POSTING DATE:** 1-Mar-2023

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### **BASIC FUNCTION SUMMARY:**

Under the direction of the Controller, the function of the Senior Accountant is to support the Accounting team and daily operations in an effort to assure digital transformation and future state initiatives. This role will work closely with organizational leadership ensuring efficiency and adherence to accounting practices.

*The following duties are not intended to serve as a comprehensive list of all duties required in this position. This job description is intended as a representative summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be required to perform additional duties as requested.*

### **ESSENTIAL FUNCTIONS: Duties, Skills, Responsibilities and Expectations:**

- Generates financial reporting to monitor the financial records for discrepancies and irregular patterns, to diagnose and suggest solutions where necessary
- Ability to reconcile bank, credit card, AR, AP, payroll, and prepaid accounts
- Organization and documentation of all activities for internal recordkeeping and audit purposes, as well as coordination with external attest services to relay financial information
- Assist with the preparation of trial balances, periodic financial statements, and other reports for internal use
- Assist with compliance efforts relating to sales, franchise, withholding, or other applicable taxes or required annual reporting as well as communications with relevant tax authorities
- Familiarity with GAAP and ability to research solutions relating to appropriate treatment
- Assess financial operations, identify risks and challenges, and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits
- Validate and proof reporting using multiple data sources; intermediate Excel required
- Assist with monthly and annual closing procedures
- Assist Accounting team with assigned tasks, such as commission calculation, store operations, refund and credit memo processing, customer invoicing and vendor bill creation
- This role has no direct reports

*Maintain appropriate physical and mental health required to perform the essential functions of position*

### **MINIMUM REQUIREMENTS:**

- Minimum of two (2) years Public Accounting
  - Combination of education and similar experience accepted
- Minimum one (1) year ERP
- Intermediate Excel knowledge
- Understanding of data governance, organization, and relationships

- Excellent written and oral communication skills
- Sound judgment in decision making and problem solving
- Ability to work independently or team as required by the task or project
- Always maintain the highest level of confidentiality and professional conduct

**Required Education:**

- Undergraduate Degree preferred
- Associates with verified combined work experience accepted

**WORKING CONDITIONS:**

- Position is fully remote to the US only
- Ability to accommodate multiple time-zones with primary ET (EST/EDT)
- Dedicated workspace and high-speed internet
- Frequent video conference/email/chat

**PHYSICAL DEMANDS:**

- Maintaining a stationary position for up to 50% of the workday
- Consistently operate a computer and other productivity equipment including keyboard, webcam and document scanner
- Clarity of vision of 30" or less
- Ability to perceive sound in the capacity of oral communication
- Exertion of up to 10lbs. of force as related to lift or move of objects

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