



Senior Accountant Job Description

JOB OVERVIEW: The Senior Accountant role at Hallman Lindsay will be an integral part of the accounting and finance team. In this role, you'll report directly to the Controller and have the opportunity to experience a broad range of business topics.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Support management reporting functions for sales, inventory, and store operations.
- Support the monthly financial close process.
- Proofs accounting reports for clerical accuracy.
- Allocates expenditures to correct accounts according to departmental procedures.
- Collaborate in identifying and implementing process and system improvements.
- Help to oversee accounts payable, payroll and general ledger activities.
- Prepares/files sales tax returns and supports other tax filings.
- Maintains knowledge of acceptable accounting practices and procedures.

REQUIRED SKILLS & EXPERIENCE:

- Bachelor's degree in accounting or related field.
- Three to five years in public accounting with a preference for audit experience. Bonus points for experience in a corporate accounting setting after public accounting.
- Exposure to inventory accounting in some capacity required.
- Eager to learn and excited to roll up your sleeves and get involved in a broad range of activities.
- Excellent organizational skills and attention to detail, but don't get lost in the weeds and you take time to understand the why.
- Knowledge of general financial accounting and cost accounting.
- Bonus points for CPA and CMA credentials.
- Proficient with Microsoft Office Suite or similar software, and accounting software.