



**JOB TITLE:** Senior Accountant

**DEPARTMENT:** Finance

**REPORTS TO:** VP of Finance

**EFFECTIVE DATE:**

**SUMMARY:** Quake global seeks a detail-oriented person with excellent organizational and analytical skills to be a part of our Finance team. Under the supervision of the VP of Finance, the Senior Accountant will be supporting the month end and annual close; General Ledger; Inventory, Standard Costing, Project Accounting, Financial Statement and ongoing reporting requirements.

**DUTIES AND RESPONSIBILITIES:**

Working with the Finance Team to manage the following:

- Monthly and annual financial close; assist in the preparation of weekly and monthly financial reports and maintaining the General Ledger.
- Evaluate and improve internal accounting controls and process documentation.
- Support project and Inventory accounting, valuation, and reporting.
- Interface with other company department personnel on cross functional teams.
- Assist with the mentoring and training staff with accounting functions.
- Support the overall business operations to meet company goals.
- Back-up month-end duties assigned to other accountants covering areas such as Cash Management, Forecasting, Sales Tax, Accounts Payable and Accounts Receivables.

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university,
- 5+ years of progressive accounting experience.
- A strong aptitude for financial systems in a manufacturing and related accounting operations a plus.
- Internal controls; and financial reporting.
- Ability to work in a fast paced, busy office while staying focused on deadlines and goal completion.
- Intermediate to expert level Excel skills and excellent communication skills.
- Ability to work on cross functional teams and understand business processes. International operations experience a plus.
- A positive team attitude.

Estimated base salary range: \$80,000.00 - \$90,000.00 annually. Compensation decisions may vary depending on multiple factors, including location, role, job-related knowledge, skills, relevant education, and experience within the industry. We are proud to be an equal opportunity employer. Quake provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal,

state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. ·  
Certificates, licenses and registrations preferred: CPA or CMA.