



JOB TITLE: Sr. Staff Accountant

DEPARTMENT: Finance

REPORTS TO: VP of Finance

SUMMARY: The Senior Staff Accountant is responsible for supporting the Finance Team in all areas of Accounting and Finance. This position is responsible for supporting the month end and annual close; General Ledger; Accounts Receivable, Revenue & Cost Reporting, Project Accounting, Financial Statement and ongoing reporting requirements.

DUTIES AND RESPONSIBILITIES:

Working with the Finance Team to manage the following:

- Accounts Receivable:
 - Process accounts and incoming payments in compliance with financial policies and procedures
 - Perform day to day financial transactions, including verifying, classifying, computing, posting and recording Accounts Receivable data
 - Prepare bills, invoices and bank deposits
 - Reconcile the Accounts Receivable ledger to ensure that all invoices and receipts are accounted for and properly posted
 - Resolve clients' billing issues
 - Facilitate payment of invoices due by sending bill reminders and contacting clients
 - Prepare Revenue Reporting
- 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 revenue reconciliation and reporting
- Interface with other company department personnel on cross functional teams.
- 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, Accounts Payable
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university, or five (5) years of related experience and/or training, or equivalent combination of education and experience.
- A strong aptitude for financial systems in 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.

- Certificates, licenses and registrations preferred: CPA or CMA.
- Computer skills required: Accounting Software; Contract Management Systems; Microsoft Office; Payroll Systems

Estimated base salary range: \$80,000.00 - \$90,000.00. 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.