



Job title	<i>Senior Accountant</i>
Reports to	<i>Accounting Supervisor</i>

Job purpose

Work with staff accountants with their monthly tasks, work hands-on with team and clients to make sure all systems are running smoothly. Maintain accurate and current monthly books for AGS clients, which includes completing monthly tasks and meeting financial deadlines. On call for ad hoc projects and reporting.

Duties and responsibilities

1. Work with staff and train them to perform their tasks
 - Discuss any HR concerns and PTO with the team
 - Assist in annual reviews
 - Notify team of any policy changes, as well as any accounting updates
 - Follow up to make sure that all deadlines will be met, and work with staff on all accounting (and other) questions or issues that arise
2. Oversee facility financial activity and maintain accurate records
 - Analyze monthly P&Ls
 - Completing monthly projects/checklists
 - Preparing financials notes, pointing out fluctuations to clients
3. Ensure transparent communication between all relevant stakeholders
 - Collaborate with team and other internal departments to resolve issues that arise
 - Proactively inform management and client of concerns or barriers to achieving objectives (e.g. financial results or meeting timelines)
 - Inform and consult with client regarding any significant changes to the monthly financials
 - Prepare accurate and timely reports for management and clients
4. Develop annual budgets with the client
 - Work together with client on projected annual revenue expense and staffing budget. Update as needed throughout the year.
 - Enter annual detail budget into budget book then load to TM1
 - Review the final budget and confirm with client
5. Act as a resource within the organization
 - Participate in training new employees
 - Recommend new processes to the company and/or team to assist with workflow
6. Other duties as assigned
 - Audits, reviews, tax file preparation
 - Bank BBCs and covenants
 - Adding/setup new facilities



- Ad hoc projects and reporting
- Calls with clients to review monthly financials as well as any other questions/concerns that arise
- **Etc.**

Qualifications

A successful individual in this role will:

- Possess a BS in accounting
- Understand accounting processes so that they comply with GAAP
- Possess basic accounting knowledge and expand on that knowledge throughout his/her employment at AGS
- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Able to rapidly learn new systems and policies
- Possess excellent verbal and written communication skills
- Possess basic computer skills including Microsoft Office Suite

Working conditions

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers and clients, as well as focused concentration at a computer work station.

Physical requirements

This role has no specific physical requirements.

Approved by:	_____
Date approved:	_____
Next annual review:	_____