

# Senior Accountant

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## JOB BRIEF

Diamond Technology Innovations is currently seeking an energetic individual committed to representing the company in a positive manner as a full-time Senior Accountant reporting to the President. The ideal candidate is organized, self-motivated, enjoys variety, and excels at multi-tasking, providing support for key accounting functions. This candidate will partner with the President and other managers to effectively manage and control the business in a manufacturing environment. The position will lead one other financial staff member to deliver timely financial statement results, with oversight of job-costing, accounting, billing & receivables, payables & disbursements, fixed-asset accounting, budgeting, capital investments, and financial analysis. They will also partner with third party auditors to demonstrate strong internal controls and facilitate timely audits. This position will also be a leader within the organization for developing knowledge, application, training, and creation of efficiencies through optimal use of the company's systems.

## GENERAL DUTIES

- Lead the daily administration of accounting activities.
- Review Payroll processing, Oversee Accounts Receivable, Accounts Payable, Fixed Assets, Credit Card, and Cash posting.
- Lead the monthly closing process, including accurate and timely financial statement preparation and load to consolidation software following GAAP accrual-based accounting. Perform Journal Entries and Reconciliations.
- Oversee continuous improvement of the accounting function and related processes.
- Create effective controls over master data, such as Vendor, Customer, and Items, including ensuring that business partners are brought on board accurately and with an appropriate level of risk.
- Ensure an effective system of internal controls is maintained to protect the integrity of company assets; approve purchases.
- Ensure general ledger accounts are accurately stated, reconciled, and classified.
- Ensure financial statements / reporting are prepared in accordance with GAAP.
- Record Lease Obligations.
- Champion accurate product job-costing in systems, including review of standards and labor rates.
- Post summarized transactional information from other supporting systems to the General Ledger (such as isolved and JobBOSS), ensuring that financial information is kept in synch between systems. Modify postings, calculate allocations, and book adjustments as needed.
- Maintain an effective reporting system for key-metric reporting and analysis.
- Maintain effective analysis of job-costs and related product margins.
- Accurate and timely filing of B&O (excise), sales/use taxes, property tax, and other regulatory & compliance requirements.
- Lead the annual Physical Inventory process, ensuring that all inventory is counted and adjusted to the actual.
- Lead / support annual internal and external audit processes (AS9100 and financial).
- Lead annual and quarterly planning / forecasting processes.
- Serve as administrator for financial systems and champion most effective use and assist users in ticket resolution (sometimes helping with ECI support, Intuit support, and ITS).
- Manage the relationship with the IT Third Party Administrator to ensure secure and effective IT systems are in place.
- Support Quality Mission in Continuous Improvement initiatives.

## REQUIREMENTS

- BS/BA Degree in Accounting or related field.
- Knowledge of QuickBooks (preferred) or similar Accounting System / ERP.
- Proficiency in MS Office (Outlook, Excel, Word & PowerPoint).
- Ability to perform detailed and accurate data entry.
- Proficient math skills and ability to calculate financial outcomes.
- Proven accounting or bookkeeping experience, preferably in a manufacturing environment
- Strong attention to detail and problem solving.
- Ability to handle sensitive information with discretion.
- Ethical.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Excellent time management skills to meet deadlines.
- Ability to succeed in a team environment while upholding procedures and processes.
- Team-oriented personality and professional demeanor.
- On-site position located in West Olympia.

## **SOFTWARE SYSTEMS USED**

- QuickBooks
- Exact JobBoss
- UniPoint
- Salesforce
- MS365

## **BENEFITS**

Diamond Technology Innovations proudly offers our valued employees a competitive salary and benefit package including Medical, Dental, Life, 401K match, Vacation and Sick leave, a 100% employer paid medical insurance plan for employee coverage and much more.

## **OPPORTUNITY**

dti™ is a company with a reputation as one of the key innovators in our industry. We are looking for ambitious; self-motivated people that can assist our team and help us continuously improve.