



Last Revised: 2/10/2017

Position Title: Senior Staff Accountant
Department: Accounting
Reports to: Controller
Status: Full-Time, Exempt

Job Summary

The Senior Staff Accountant is responsible for preparing month-end financial statements, performing financial analysis and assisting the Controller.

Key Responsibilities

- Completion of month-end close activities
- Preparation of month-end financial statements and reports timely and accurately
- Performing account reconciliation and analysis
- Analyzing data, reconciling balance sheet, and creating reports
- Handling bank reconciliation
- Posting monthly accrual journal entries, fixed assets and depreciation
- Assists Controller in the annual budgeting process
- Leading special projects from beginning to end including coordinating resources, managing timeline and reporting on progress to Controller
- Identifying continuous improvement opportunities through automation and/or efficiency initiatives
- Performing other duties as assigned

Qualifications

- Bachelor's degree in Accounting, finance or relevant field of study
- 10+ years of accounting experience preferred
- Experience with general ledger functions and the month-end/year-end close process
- Experience with sales and use tax a plus
- Advanced MS Excel skills including Vlookups and pivot tables, Proficiency in Microsoft Office and Google products
- Solid time-management and follow-through skills, with the ability to simultaneously work on and manage multiple tasks/projects with tight deadlines
- Highly detail-oriented and organized
- Superior analytical and problem-solving skills
- Excellent oral and written communication skills

GlobalVetLINK's vision is to be the world's most trusted, secured, and independent repository of animal health data. GVL believes that all employees contribute to the good of the company. In reflection of this, GVL's company core values encourage each employee to be Accountable, Spirited, Inspired, Dedicated, and Respectful.

GlobalVetLINK has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisor as deemed appropriate.