



## Senior Accountant

### Position Summary

The Senior Accountant will perform general accounting operations and the Company's financial transactions. Responsibilities will also include reconciling account balances and bank statements, maintaining the general ledger, preparing month-end close procedures and ensuring accuracy and effectiveness in all Company's accounting tasks. This position would transition tasks from current staff taking over increasingly more duties and responsibilities as time progresses.

### Company Overview

SharpLogixx LLC, manufacturer of SmartRayVision X-Ray systems, is located in the heart of Green Bay, WI. As a leading, global technology company, SharpLogixx develops the most advanced diagnostic imaging solutions and software applications to help automate processes and accelerate conclusive life-altering decisions. By creating always reliable and innovative products, we instill the utmost confidence in the industries we serve—from the military to medical providers.

### Duties and Responsibilities

- Initial
  - Verify, allocate, post and reconcile accounts payable and receivable
  - Provide timely invoicing, credit card processing and other accounts receivable based on activity of the company
  - Process expense reimbursement to employees
  - Accounts Payable
    - Monitor and renew all marketing, IT and related annual subscriptions and memberships
    - Ensure sales tax and other payables are being processed in a timely manner
  - Purchasing
    - Alternative vendor research as needed
    - Office and R&D supplies
  - Balance company credit cards and banking statements on a monthly basis
  - Client applications – ACH forms, record, maintain records
  - Prepare financial statements
  - Perform monthly balance sheet, income statement and changes in financial position/budget variance analysis
  - Backup
    - Bi-weekly Payroll
    - Pay 401K, taxes and benefits according to schedule
  - Produce error-free accounting reports and present the results
  - Spot errors and suggest way to improve efficiency and spending
  - Review and recommend modifications to account systems and procedures
- Future
  - Assess internal controls, including risk assessments and reviews of risk areas
  - Assist in the design and preparation of budgets for review by Owners
  - Analyze financial information and summarize financial status
  - Participate in financial standards setting and in forecast process

- o Assist with tax audits and tax returns
  - Work with WIPFLI process, report and pay all quarterly and annual federal and state taxes.
- o Direct internal and external audits to ensure compliance
- o Annual renewals – SAM/WOSB
- o Track, review and renew all company insurance policies, including but not limited to Workman's Comp, Liability, etc.
- o Maintenance all legal documentation including NDAs and partner agreements.

### **Skills and Abilities**

- Proven experience as a Sr. Accountant
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Excellent communication skills
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Thorough knowledge of basic accounting procedures and an understanding of Generally Accepted Accounting Principles (GAAP)
- Familiarity with accounting software and programs (NetSuite experience, a plus)
- Highly detail-oriented and organized
- Ability to meet a constant stream of deadlines
- Ability to prioritize by deadlines and requests
- Proven ability to work both independently and collaboratively with different levels of employees
- Superior analytical and problem-solving skills

### **Education and Experience**

- Bachelor's degree in accounting, finance, math, business administration or a related field
- 3 - 5 years of general accounting experience, either in a public accounting firm or in a private corporate environment
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards and state/national regulations
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles and Generally Accepted Accounting Principles (GAAP)

### **As An Employee You Will Receive**

- Competitive compensation based on experience
- Eligibility for annual pay increases based on company & individual performance
- 6 paid holidays and 1 floating holidays each year
- Start with 120 hours of PTO after completing 60 day waiting period
- Medical/Dental
- Vision paid insurance for employee(spouse and children added w/ premium)
- Company paid life Insurance
- Company paid short term and long-term disability
- Up to 4% 401k match starting day one of employment
- Employee Assistance Program
- Monthly Employee Engagement/Wellness events