



SENIOR ACCOUNTANT

TEAM OVERVIEW

To support the business needs of Betenbough Companies through accounting principles that are beyond reproach and produce financial reports that enable the company to make informed business decisions.

JOB SUMMARY

Impact our company by applying generally accepted accounting principles with excellence and integrity, and providing accurate and timely financial reports accomplished through teamwork while maintaining a growth mindset.

ESSENTIAL JOB FUNCTIONS

- Oversee the processing of Invoices, checks, and electronic fund purchase orders daily for payment
- Oversee month-end close and close month within 3 business days of prior month
- Produce accurate financial reports to assist all departments, including balance sheet, income statement, and statement of cash flows
- Assist with annual processes such as the financial audit, federal and state tax returns, and property tax processing as required
- Assist with special projects in different capacities within the team as well as the overall company
- Oversee the processing of home closings and deposits daily
- Review balance sheet account reconciliations on a monthly basis
- Perform internal audits of accounts to ensure accurate accounting practices
- Perform procedural audits to ensure proper procedure practices

QUALIFICATIONS

- Be open and prepared to grow professionally within the team as well as the overall company
- Need to be orderly, systematic, and able to handle multiple priorities and deadlines
- Experience with Microsoft Word, Excel, and Power Point
- Knowledge of Accounts Payable and Accounts Receivable
- Knowledge of Financial Reports
- Knowledge of GAAP Accounting Standards
- Strong Communication skills, both electronic and verbal
- Be detail and task oriented
- 5-7 years' Experience
- Accounting Degree

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Works in temperature controlled environment
- Vision for near, mid-range and far as well as hearing for low, medium, and high pitch
- Superior communication skills with co-workers, customers, trade partners and vendors.
- Requires physical ability for standing, sitting, crouching, kneeling, frequent walking, reaching above head and below waist

DISCLAIMER: Although the company has attempted to accurately and thoroughly describe this position, the company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the company, at any time, with or without advance notice.

- Must have a current and valid driver's license and must be able to be insured by company fleet insurance.
- Must be able to perform all job expectations safely with or without reasonable accommodations
- Ability to lift 30-50 pounds

WORK SCHEDULE

- 40-45 hours per week (8am-5pm, M-F)
- After hours and weekends may be necessary on occasion for trips, events, or to meet deadlines
- Lunch meetings and events outside of normal working hours are required
- Occasional travel to other company regions or event locations is required

BENEFITS

Comprehensive Employee Benefit Package
Employer-Paid Life, AD&D, LTD Insurance
Enrolled into ESOP (Retirement Benefits)
Paid Time Off Policy

Company-issued cell phone
Company Training Opportunities
Company-Sponsored Vision Trips