



Job responsibilities

- Create and analyze liability, asset, and capital accounts by compiling electronic data and required documentation.
- Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports.
- Comply with all federal, state, and local protocols including legal requirements, and interpret new and existing legislation.
- Focus on tax compliance, state business registration, contract review, and non-profit tax filing.
- Play a vital part in the company's financial management which includes all account reconciliations and reporting to necessary parties.
- Ensure the integrity of accounting information by verifying, allocating, posting and entering transactions.
- Conduct account reconciliation regularly on a monthly or quarterly basis.
- Analyze the financial statements for any discrepancies and issues.
- Identify errors and take actions for improvement.
- Analyze intercompany transactions, bank statements and generate invoices.
- Review accounting systems and make suggestions for improvements.
- Conduct the month-end and year-end closing process.
- Manage and maintain tax returns and tax audit.
- Reconcile accounts payable and receivable.
- Develop financial procedures to improve efficiency.
- Prepare and summarize all the transaction reports and financial status which includes a balance sheet, profit & loss statement.
- Prepare and present financial reports to higher management and Accountants.
- Preparation of monthly accounts, including analysis of budget deviations.
- Creating weekly, monthly and annual reports to identify results, trends and financial projections.
- Cash-flow management and estimates.

Job requirements

- Bachelor's degree in Accounting, Finance or a relevant field.
- 5+ years of experience working as a Senior Accountant or Accounting Supervisor.
- Strong knowledge of accounting principles and procedures.
- Cash flow analyses, budget planning, and balance sheet experience.
- Proficient in MS Excel. Experience with ERP systems.

Contact

Valentina.Seferinkina@escatec.com