

Position: SENIOR ACCOUNTANT

Location: Center, Texas

**JOB RESPONSIBILITIES**

- Responsible for entire accounting function of the company, inclusive of accounts payable, accounts receivable, client billing, weekly payroll, tax preparation and compliance.
- Establish and maintain accounting policies, plans, practice and procedures.
- Preparation and analysis of the company's financial statements and records.
- Direct and coordinate company financial planning, forecast and budget management functions. Monitor and analyze monthly operating results against budget.
- Analyze cash flow, cost controls and expenses.
- Prepare financial reports and presents findings and recommendations to executive management.
- Develop and maintain a positive working relationship with management and various business unit personnel.
- Routinely interface with external accounting, tax consultants and auditors.

**PREFERRED SKILLS AND KNOWLEDGE**

- Strong desire to actively engage in a dynamic team-oriented culture.
- Demonstrated ability to analyze and interpret financial reports, budgets, statements and projections.
- Ability to work independently in a fast-paced environment, managing multiple priorities.
- Thorough understanding of theory and application of accounting principles.
- Proficiency in QuickBooks.
- Expertise in practical use of Microsoft Excel, including but not limited to, creating complex spreadsheets containing functions, charts and pivot tables.
- Knowledgeable in Microsoft Word, Outlook, Projects, and PowerPoint.
- Professional written and verbal communication to provide effective communication with internal and external contacts and investors.

**EDUCATION AND WORK EXPERIENCE**

- Bachelor's degree in finance, accounting or equivalent.
- CPA and/or MBA preferred, but not required
- Five (5) or more years of related experience

Please send resume and salary requirements to [molly@mitigationsolutionsusa.com](mailto:molly@mitigationsolutionsusa.com)

No phone calls, please.