



Job Description: **Senior Accountant**

JOB SUMMARY

The Senior Accountant is responsible for maintaining accounting information and financial records, ensuring the accuracy of account entries by recording, verifying, and consolidating accounting transactions. The Senior Accountant will also be responsible for analyzing financial information, preparing financial reports, and actively participate in maintaining fiscal stability of the Company using informed technical knowledge and skills in accounting and financial analytics.

STANDARDS OF PERFORMANCE

Represent approved Quatris Healthco products in an ethical, professional, and enthusiastic manner to prospects, customers, company staff, business partners, consultants and associates, and any other organization or entity to which you come in contact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Account maintenance, review, and regulatory activities

- Maintains financial records and ensures that financial transactions are properly recorded.
- Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger
- Analyzes, reconciles, and reports on deferred revenue balances, including understanding of month of month changes.
- Reads and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Prepares, reviews and reports on sales commissions
- Assist with annual external audit. Complete requested materials. Assist in preparing assigned schedules for the annual audit.

Reporting and advising responsibilities

- Prepares complex balance sheets, profit and loss statements and other financial reports.
- Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
- Considers the need for new or changed controls

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide on-going support to encourage a collaborative teamwork environment
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM THIS ROLE

- Bachelor's degree (B.A.) in Accounting and or Finance from an accredited educational institution. MBA and/or CPA preferred.

- Must have 4 to 6 years of accounting experience, including financial reporting, general ledger, and budgeting expertise or four to six years of progressively responsible experience working within an accounting group.
- Must have a thorough understanding of Generally Accepted Accounting Principles (GAAP). Experience with SAAS financials and revenue recognition rules preferred.
- Must have a thorough understanding of finance, financial methods, tools, and strategies employed by private corporations.
- Must be comfortable operating with a strong level of professionalism, collaborative, shared leadership environment.
- Must be highly detail oriented and organized in work, able multi-task, and work under pressure to manage priorities and meet deadlines.
- Must be able to read, interpret and draw accurate conclusions from financial and numerical data and materials.
- High proficiency in Microsoft and Accounting Applications specific to the organization, especially in the use of spreadsheet and database software and systems with the ability to develop and present precise and easily understood financial reports is required.
- Must have a dedicated remote workspace and ability to work remotely successfully.
- Strong organizational skills, versatility, flexibility, and a willingness to work enthusiastically within constantly changing priorities.
- Must have strong interpersonal skills including in verbal and written communication, working in both team and individual settings.
- Must be able to maintain confidentiality and proper control of sensitive information.

CAPABILITY REQUIREMENTS (PHYSICAL, MENTAL, SENSORY, AND ENVIRONMENTAL)

The following capabilities are required to perform the essential functions of this position. Reasonable accommodations that do not create an undue burden on the company are available to address the following requirements.

- While performing the duties of this job, the employee is regularly required to sit for long periods of time at a desk; use hands to finger, handle, or feel objects, tools, or controls on computers; reach with hands and arms; and talk or hear in meetings and on the telephone or on the computer in a remote setting.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus while working on a computer
- Employee must be able to lift and carry up to 20 lbs. on occasion
- While performing the duties of this job, the employee is regularly required to sit for long periods of time at a desk; use hands to finger, handle, or feel objects, tools, or controls on computers; reach with hands and arms; and talk or hear in meetings and on the telephone or on the computer in a remote setting.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus while working on a computer
- Employee must be able to lift and carry up to 20 lbs. on occasion