

Senior Staff Accountant Position Description

POSITION TITLE: Senior Staff Accountant

DEPARTMENT: Finance and Accounting

REPORTS TO: Senior Manager of Finance and Business Analytics **FLSA CLASSIFICATION:** Exempt/Salary

At **LeSar Holdings, Inc.**, we are a Holdings Company dedicated to supporting the LeSar Family of Companies and its future acquisitions. LeSar Holdings, Inc. provides the operations, administrative, infrastructure, sales, marketing, and development to accelerate the growth of the LeSar firms and teams.

POSITION SUMMARY:

Performs daily, weekly, and monthly accounting and financial transactions such as accounts payable processing, invoicing, collections, reconciliations, and general ledger maintenance. Provide financial reports and analysis to support the company's financial and operational goals. Support the department with analysis as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Enter accounts payable, create invoices, collections, post payments, follow-up on customer and vendor requests.
- Prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Provide support for budgeting and forecasting.
- Analyze information and options by developing spreadsheet reports, verifying information.
- Prepare general ledger entries by maintaining records and files, reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develop and implement accounting procedures by analyzing current procedures; recommending changes to support internal controls and create efficiencies.
- Answer accounting and financial questions by researching and interpreting data.
- Provide accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements.
- Protect organization by keeping information confidential and secure.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplish accounting and organization mission by completing related results as needed.

OTHER RESPONSIBILITIES:

- Performs other projects as assigned.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.
- Duties, responsibilities, and activities may change at any time with or without notice.

MINIMUM QUALIFICATIONS:

- 3-5 years of related experience.
 - Bachelor's degree in accounting, finance or general business is required, but an associate degree in finance or business administration will be considered.
-

- CPA preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience with QuickBooks Online, Bill.com, Harvest, Paychex, and/or other automated accounting systems.
- Must have strong experience with Microsoft Excel, Access, and Word.
- Experience with Microsoft Power BI a plus.
- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills required.
- Strong attention to detail and confidentiality.
- Understand debits and credits.
- Working knowledge of Generally Accepted Accounting Principles.
- Ability to manage multiple priorities and deadlines.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position will be in an office setting at a desk equipped with computer, monitors, phone, and other applicable resources/equipment. It will require the applicant to routinely sit, stand, stoop, kneel, crouch, and bend for up to 8 hours. Position requires the occasional lifting of objects up to 10lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING HOURS:

Standard hours Monday-Friday, eight hours per day. This position is Hybrid, working both remotely and onsite.

COMPENSATION:

\$74,880-\$85,280 depending on experience.

BENEFITS/PERKS:

- Participation in firm's medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month
- Participation in the firm's 401(k) plan, with firm contributions of 3% of compensation per plan year (subject to vesting requirements)
- Reimbursement of up to \$100 per month for cell phone and/or home internet expenses and up to \$25 per month for home office supplies
- 11 paid holidays per year
- Request paid time off as needed.

HOW TO APPLY

Submit resume via email to careers@lesarholdings.com with "SSA Application" in subject line.

LeSar Holdings is an equal opportunity employer. Employment decisions are based on needs, job requirements, and individual qualifications without regard to race, ethnicity, religious belief, national origin, gender identity and/or expression, age, disability status, medical history, sexual orientation, marital or family status, past or present military service, or any other status protected by the laws or regulations in the State of California. LeSar

Holdings is also committed to affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities that we serve. Limited visa sponsorship opportunities are available depending on the position.

EOE M/W/Vet/Disabled

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements as the employee may be required to perform any other duties as assigned. In the event of an absence where the employee cannot perform these duties, the designated manager shall perform these duties.

I have read and understand that the performance standards outlined above will be used as the basis for minimum job performance evaluation.

Printed name

Signature

Date