

**C & S Business Group**  
Senior Accountant  
**Reports To:** President  
**To APPLY: Send Resume to [Cindy@csbgky.com](mailto:Cindy@csbgky.com)**

**POSITION SUMMARY** To assure the maintenance of accurate financial records, to communicate the financial position and results of operations to management and ownership, and to maintain an adequate system of internal financial and accounting controls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure timely and accurate processing of accounts payable, accounts receivable, and payroll.
- Ensure timely filing of reports and sales tax returns required by federal, state, and local authorities.
- Prepare monthly standard financial reporting package.
- Review and process month-end journal entries and account reconciliations.
- Perform general ledger analysis of accounts.
- Manage financial reporting of capital expenditures incurred through infrastructure buildout, including maintaining appropriate documentation, timely payment of vendors, and accurately recording to general ledger.
- Develop multi-year forecast estimates for revenues, expenditures, and cash flow.
- Develop and maintain budget monitoring models and coordinate production of the formal monitoring report.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends in order to assist others in performing their responsibilities.
- Prepare interim and annual documents for external audit and provide ongoing assistance to external auditors.
- Enhance and/or develop, implement, and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.

- Analyze workers compensation, health insurance, and other liability reserve balances.
- Assist in the review of capital expenditures submitted as part of the annual budget process.
- Assist in office functions as needed, including approval of supply purchases and miscellaneous clerical functions.

### **SUPERVISORY RESPONSIBILITIES**

- Delegate appropriately within and between companies.
- Provide direction and opportunity to workgroups.
- Currently no direct reports.

### **QUALIFICATIONS**

- Technical skills in budgeting, cost analysis and month-end close responsibilities, etc.
- Ability to work with large amounts of data, interpret financial records, detect errors, and prepare financial reports.
- An ability to plan and manage multiple projects.
- Ability to express ideas effectively orally and in writing.
- Excellent interpersonal and communication skills.
- High performance in teams and a strong team player.
- Ability and willingness to take on many different roles and assist where needed in a start-up environment with significant growth opportunities.
- Exceptional problem-solving abilities and good organizational skills.
- Must be able to
  - be aware of others' reactions and understanding why they react as they do.
  - bring others together and trying to reconcile differences.
  - understand the implications of new information for both current and future problem solving and decision making.
  - adjusting actions in relation to others' actions.

### **EDUCATION / EXPERIENCE**

- Graduation from an accredited four-year college or university with a bachelor's degree in accounting.
- Minimum of 5 years of progressive experience in finance and accounting.
- Experience with ERP systems preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS** None Required.

**COMPUTER SKILLS**

- Excellent Microsoft Skills.
- Familiarity with third party accounting software.

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