

## **Accountant & Financial Analyst**

### **Description:**

As part of a passionate and accomplished team, you will support the finance and accounting functions in a fast-paced and changing environment. You will contribute to innovative solutions, while demonstrating personal leadership, technical judgment and competence, and a passion for the highest professional standards. The Accountant & Financial Analyst role will be responsible for developing, updating, and analyzing financial models for senior management, conducting presentations for clients based on the results, manage/monitor semi-monthly payroll, perform daily accounting entries, perform monthly financial closes, and assemble monthly/quarterly financial reports.

**Reports to: Chief Financial Officer**

**Location: Golden, Colorado**

### **Responsibilities:**

- Compiling, analyzing, and reporting financial data such as balance sheets, P&L statements, etc.
- Process payroll timely and accurately using a third-party provider.
- Maintaining accurate financial records and performing monthly financial closes.
- Performing audits and resolving discrepancies.
- Maintaining the day-to-day Accounts Payable and General Ledger entries.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.
- Complying with all company, local, state, and federal accounting, and financial regulations.
- Create financial models in Excel for senior management.
- Conduct scenario and sensitivity analysis.
- Provide predictive forecasts for various scenarios.
- Develop power point decks for senior management.

### **Job Qualifications and Skill Sets:**

- Bachelor's degree in accounting or related field.
- Excellent understanding of Generally Accepted Accounting Principles (GAAP)
- Excellent Excel skills or experience with similar spreadsheet software, including the use of charts, macros, and VBA.
- A solid understanding of financial analysis terminology and best practices, such as DCF and financial statements
- Strong analytical and communication skills
- Ability to work independently.
- Attention to detail with the ability to setup back and analyze / proofread.
- Excellent time management skills, including the ability to work under pressure to meet tight deadlines.