

**Job Title:** Senior Accountant  
**Department:** Accounting  
**Reports to:** Controller  
**Organization Name:** ERI Inc  
**Organization Web Site:** <http://www.electronicrecyclers.com>  
**About Our Organization:** We recycle electronics.  
**Location:** 2860 S. East Avenue, Fresno, CA 93725  
**FLSA Status:** Exempt

**General Purpose:**

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

or

Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.

**Responsibilities:**

- Closing.
- Reconciliations for Balance Sheet.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Maintain Titan Database.
- Prepare financial paperwork for borrowing base.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.

**Qualifications/Experience:**

Education and Experience:

Years of Experience: 1-5 years

**Basic Skills**

- Active Listening, Mathematics, Speaking, Writing

**Social Skills**

- Coordination, Service Orientation, Social Perceptiveness

**Desktop Computer Skills**

- Spreadsheets, Internet, Navigation, Databases

**Knowledge Required:**

- Economics and Accounting, English Language, Mathematics

**Preferred Skills:**

- Clerical, Computers and Electronics, Customer and Personal Service

**Equipment/Software Used:**

- Calculators or accessories, Financial calculators, Desktop computers, Desktop computers

**Technology:**

- Accounting software, Accounts payable software, Accounting software

**Physical Requirements:**

- Must be able to pass a pre-employment drug screen test given by our medical clinic.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. ERI adheres to the provisions of ADA regarding reasonable accommodation procedures.

<b>Activity</b>	<b>never</b>	<b>occasionally</b>	<b>Frequently</b>	<b>constantly</b>
Sitting				X
Walking		X		
Standing		X		
Bending Neck			X	
Bending Waist		X		
Squatting	X			
Kneeling		X		
Crawling	X			
Twisting Neck	X			
Twisting Waist	X			
Repetitive Hand Use			X	
Simple Grasping R. Hand		X		

Simple Grasping L. Hand		X
Power Grasping R. Hand	X	
Power Grasping L. Hand	X	
Pushing & Pulling R. Hand	X	
Pushing & Pulling L. Hand	X	
Reaching Above Shoulder		X
Reaching Below Shoulder		X
Lifting		X

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: \_\_\_\_\_

Employee

Signature: \_\_\_\_\_