

## **Corporate Senior Accountant, Houston, TX (onsite)**

### **Job Responsibilities:**

- Lead month-end closing for multiple corporate entities
- Record accounting transactions and ensure the corporate books accurately reflect activity and balances, including payroll entries, insurance entries, asset acquisitions, and depreciation
- Manage the recording of bank transactions and reconcile bank accounts
- Manage accounts payable invoices process and issue payments
- Manage debt schedule and intercompany reconciliation.
- Process and record expense reports
- Process Inter-Company billing
- Conduct monthly financial analysis
- Vendor Management and 1099 reporting
- Coordinate with other members of corporate office on related areas: debt, insurance, expense reports, etc.
- Other tasks and projects as assigned

### **Requirements:**

- Bachelor's Degree in Accounting or Finance
- 4-7 years of professional experience with good tenure and career progression
- General understanding of and experience with accounting
- Proficiency in handling multiple, simultaneous projects and managing multiple company's bookkeeping, including booking accounting entries, entering AP invoices, and issuing checks, billing companies, and settling intercompany transactions
- Self-starter who anticipates business needs and acts accordingly.
- Excellent written and verbal communication skills
- Strong MS Office with Advanced Excel
- Experience with Quick Books a plus

Depending on experience, the salary range is between \$60-\$85k