

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	Date: May, 2011
Job Title: Senior Accountant	Department: Finance/Accounting
Reports To (Position): V.P. Finance & CFO	Supervises (Positions): None
Status: Exempt	
Completed By: HR Manager	

Part II – Position Objective

The Senior Accountant is responsible for analyzing financial information & providing valuable insight to assist others in making strategic business decisions with an emphasis on continuous business process improvement.

Part III – Job Responsibilities

Essential Duties
<ol style="list-style-type: none"> 1. Evaluate financial information to create reports, forecasts and budgets. 2. Perform accounting functions including cash application, account corrections, reconciliations of prepaids and accruals, inventory, bad debt and other reserves. 3. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards 4. Monitor budget projections vs. actual and report significant variances. 5. Evaluate data collection methods & system reports to ensure integrity & reliability. Make recommendations for necessary improvements. 6. Participate in the continuous evaluation and improvement of IT systems, including implementation of other systems. 7. Oversee and assist with the month-end financial closing process. 8. Oversee internal control and audit procedures to ensure compliance with company policy, government regulations, and GAAP. 9. Support CFO and HR Manager with the evaluation of risk management strategies and the administration of corporate insurance program.

10. Review draft stand-by and export letters of credit and coordinate with financial institutions leading to letter of credit release. Complete the review and submission of all required documents necessary for collection of letters of credit.
11. Oversee compliance with corporate credit card policies/procedures.
12. Oversee the processing of agent commission payments in accordance with contract terms, ensure proper recording of corporate commission expense, and issue commission payments in a timely fashion.
13. Identify and respond to any legal or regulatory requests in a timely fashion and appropriately advise the executive management team of the same.
14. Coordinate the annual audit process with independent public accountants and address corporate tax compliance; including income tax, sales tax, fiduciary filings, and other tax compliance requirements.

IV – Knowledge, Skills, Education

1. Bachelor's Degree in Accounting required; CPA and MBA highly desirable.
2. Demonstrated successes in leading continuous improvement activities.
3. 5-7 years of progressive experience with ability to assume additional responsibilities.
4. Experience with the following required:
 - Documentary collections
 - Sales/use tax
5. Experience in manufacturing and/or long-term contracting required.
6. Expertise using Excel and proficient with other Microsoft Office applications.
7. Must have hands-on experience with MRP system(s) (Syteline a plus).
8. Knowledge of and/or experience with ESOPs a plus.