**Job Title: Sr. Accountant**

**Position Purpose**
We are seeking an experienced, detail-oriented senior accountant to join our growing organization. In this position, you will handle all accounting operations within the company, verify financial records and transactions, and monitor the accounting team. You must have keen attention to detail and maintain account balances, financial statements, general ledger, and all reports.

**Essential Duties and Responsibilities**

- Provide financial information by maintaining and reconciling accounts and preparing reports.
- Generate and analyze monthly and periodic "MS Dynamics Great Plains" Financial Reports.
- Maintain the accuracy of financial records for multiple entities by analyzing balance sheets, P&Ls, and general ledger accounts.
- Handle monthly bank reconciliations functions for two entities.
- Handle entries related to our Mexico show,
- Liaison with U.S. and Canadian Tax preparers/authorities.
- Handle monthly and quarterly Inter-Companies accounts reconciliations by gathering, entering, and balancing information.
- Prepare and enter journal entries to ensure producing accurate and timely financial statements.
- Analyze and reconcile general ledger accounts and book correcting entries.
- Provide analysis and supporting details to Management as needed.
- Maintain show-closings process and reconcile shows' results with sales teams.
- Handle Revenue Recognition, Deferred Expenses, Deferred Revenue calculations, and entries.
- Post monthly exchange rate and conversions and calculate F/X gain or loss.
- Support in the budget and LTP process.
- Provide supporting details for the annual audit as needed.
- Maintain and reconcile accrual accounts and prepaid accounts.
- Process credit notes and sales voids for two entities as needed.
- Participate and handle other projects as requested by the CFO.

**Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to be present in the office
- Ability to pass a background check and drug screening test

**Education**

- College degree with a major in Accounting/Finance

**Qualifications & Work Experience**

- Strong knowledge/experience of accounting principles and practices
- Technical accounting skills using MS Dynamics – Great Plains
- Four (4) plus years of relevant experience required
- Proficiency in relevant accounting software, Microsoft Dynamics GP, and Microsoft Office
- Confidentiality
- Attention to detail
- Planning and organizing skills
- Good communication skills, both written and verbal
- Team player comfortable in a supporting role
- Problem-solving skills
- Take the initiative.
- Ability to prioritize and schedule workload to meet fixed deadlines with a sense of urgency

**Physical Demands**

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to sit, stand, walk, travel up and down stairs, crouch, stoop, and reach.
- Ability to lift up to 25 lbs.

**Work Environment**

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Basic office environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.