An HR friend is seeking a Senior Staff Accountant (please no recruiters, direct hire only, sorry !)

**Send resumes directly to:**  hr.lgp@laguardiab.com

**LOCATION: LaGuardia Airport**

**Job Summary**

The Senior Staff Accountant will be an integral part of the finance team. The role is responsible for all aspects of transactional accounting, maintaining the integrity of the general ledger and preparing monthly and interim financial statements, in accordance with established policies and procedures and Generally Accepted Accounting Principles. This role reports to the Assistant Controller.

**Duties and Responsibilities**

* Perform full accounting cycle for the month-end closings and prepare financial statements.
* Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information, ensuring input accuracy and proper allocations.
* Ensure the integrity of the accounting information; maintain subsidiary account balances by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Interpret and support detailed monthly revenue and expenses variance against prior year, budget, and forecasts:
	+ analyze all revenue types and ensure accurate and complete classification and recognition:
		- responsible in analyzing transactions and documenting revenue accruals.
	+ analyze all expenses for accuracy and proper classification and completeness:
		- responsible in analyzing transactions and documenting expense accruals using additional business information to ensure accuracy and completeness of expense capture.
		- review and adjust accordingly to ensure proper expense allocation.
* Perform reconciliation for all balance sheet accounts, review for input accuracy.
* Reconcile multiple bank accounts and update weekly cashflow analysis, ensure all cash transactions are posted in a timely manner.
* Maintain general ledger; summarize financial information for preparing financial statements and other statements.
* Maintain financial documentation according to policies and procedures.
* Assist in the year-end close and preparing annual financial statements.
* Support and assist with regards to budgets and forecasts for accounting related items.
* Assist and support in external audits, provide analytical schedules as well as preparing audit working paper as assigned.
* Support Accounts Payable and Accounts Receivable functions and perform other accounting tasks, as needed.
* Take initiative and participate in ad hoc accounting projects as assigned.

**Competencies**

* Extensive knowledge of US GAAP, financial and accounting metrics and principles
* Experience with month-end close, preparing financial statements and analyzing and communicating financial information
* Solid, hands on experience with large ERP system, Navision preferred
* Highly proficient with Microsoft Office, knowledge of Microsoft Excel (pivot tables, pivot reporting, VLOOKUP, advanced charting, advanced formulas)
* Must possess excellent judgment ability and high professional integrity
* Highly analytical – collect, research, and analyze data, allowing clear presentation of results
* Disciplined and detailed oriented with the ability to work independently in a fast paced, changing environment.
* Well organized with ability to handle multiple priorities, complete tasks accurately and timely through efficient time management, routinely meets deadlines
* Self-starter willing to take initiative to complete new projects with accuracy and attention to detail
* Excellent interpersonal skills and effective written, verbal and listening communications skills interacting with internal and external parties

**Required Education and Experience**

* Minimum of Bachelor’s degree in Accounting from accredited University or College
* Minimum seven (7) years relevant professional experience
	+ Preparing financials statements
	+ Full cycle accounting
* Experience in commercial real estate or construction a plus

**Primary Work Location**: East Elmhurst, NY

**Employee Status**: Regular Full Time

Job will remain open until filled

**Equal Employment Opportunity and Affirmative Action**

Our client provides equal employment opportunity without regard to race, color, age, religion, gender, sexual orientation, national origin, disability, veteran status or other protected characteristics. Further, it is the policy of our client to undertake affirmative action in compliance with all federal, state, and local requirements.