



REVISION EYEWEAR JOB DESCRIPTION

Job Title: SENIOR STAFF ACCOUNTANT
Department: Finance
Reports To: Controller
Location: Essex Junction, VT
Hours/Days Worked: 8:30AM to 5:30PM (Monday through Friday) Occasional weekends.
FLSA Status: Salaried - Exempt
Revision Date: July 1, 2010

EMPLOYMENT OBJECTIVE:

The Senior Staff Accountant is responsible for maintaining the transactional accounting for Revision Eyewear, including the monthly financial reporting. Support the Controller with all aspects of reporting and transaction recording needs.

SPECIFIC ESSENTIAL FUNCTIONS:

- Daily recording of cash transactions and balancing accounts.
- Work with Customer Service to ensure sales tie to invoicing, and to coordinate collection efforts.
- Management of external audit requests.
- Prepare Income Tax Projections.
- Maintain capital asset ledgers.
- Make month end standard journal entries, including amortization of all prepaid assets.
- Prepare monthly GST and Sales & Use tax reports basis and maintaining schedule of taxable use tax items.
- Month end analysis of all balance sheet accounts.
- Prepare accounts receivable report detailing all past dues and balancing GL to AR.
- Prepare month-end balance sheet review and reconcile any differences with Controller.
- Proficient with use of ERP systems and ability to pull detail data to support account analysis.
- Assist Controller as necessary.
- Performs other duties as assigned.

KNOWLEDGE, SKILL, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Finance, Accounting, Business or equivalent combination of education and experience. CPA a plus.
- 5+ years experience in accounting or finance required; in a manufacturing environment a plus.
- Knowledge of ERP systems.
- Proficient in Microsoft Office programs: Excel, Word, PowerPoint and Outlook.
- Excellent written and communication skills.
- Excellent time management, project management and planning skills required.
- Attention to detail.
- Must possess strong interpersonal and customer service skills with the ability to work in a collaborative team environment.
- Ability to multi-task and work with a high sense of urgency in a fast-paced environment.
- Energetic, passionate and positive can-do attitude a must.
- Military experience a plus.
- Occasional travel between Montreal, QC and Essex Junction, VT offices required.

PHYSICAL REQUIREMENTS:

Office environment, some repetitive motion required.