

HPM Building Supply

Job Description

Job title:	Senior Accountant	FLSA:	Exempt
Department:	Finance & Accounting	Reports to:	Corporate Controller
Special Note:	Keaau, HI or Remote in Hawaii	Last Updated:	10/06/2022

Job Summary

The Senior Accountant has a strong understanding of accounting and supports the company's financial, accounting, reporting, and auditing needs. The Senior Accountant leads accounting professionals in the areas of treasury, accounts payable, accounts receivable, and tax.

Essential Functions

- Assist with the yearly audit of the company's financials.
- Review and continuously improve all formal finance and accounting related procedures.
- Work alongside team to demonstrate proper accounting techniques.
- Prepare journal entries as needed.
- Audit journal entries including daily cash reports from the branches and other journal entries done by the accounting team.
- Ad-hoc reporting, as needed.
- Help develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Manage and maintain fixed assets schedules, including recording additions, transfers, and disposition of assets in Sage Fixed Assets system and related journal entries.
- Assist in preparing month-end preliminary financials for review and research variances as needed.
- Ensure accuracy and timeliness of reconciliations.
- Assist with yearly tax schedules.
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements:

A Bachelor's degree in Accounting, Finance, or equivalent qualifications. CPA desirable.

Knowledge and Ability Requirements:

- Exceptional analytical, conceptual thinking and problem-solving skills.
- Self-starter with ability to work independently under minimal supervision and strong track record of setting and meeting delivery commitments.
- Requires effective written and verbal communication skills, including ability to follow-up and follow-through in a respectful manner.
- A high level of proficiency with accounting software, word processing and spreadsheets.
- Understanding of Generally Accepted Accounting Principles (GAAP).

Experience Requirements:

- At least 3 years' experience of Financial Accounting or equivalent.
- Experience working with external auditors, and compliance-related issues a plus.
- Public accounting experience a big plus.
- Experience using Microsoft Dynamics Great Plains preferred, but not required.

Other Information

- Possible inter-island travel. If remote, will require regular inter-island travel.
- Prolonged periods of sitting in an office environment.

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee owned!