

Job Description

Last Updated: January 2024

TITLE:	Senior Accountant	HOURS:	Full-Time
LOCATION:	Remote	TYPE:	Non-Exempt
TRAVEL:	Limited, as required (Estimated ~3-5x/yr)	LEVEL:	Mid-Level
REPORTING TO:	Controller	DIRECT REPORT(S):	None
SALARY RANGE	\$75,000-\$90,000		

Call2Recycle, Inc. is a 501(c)4, not-for-profit, stewardship organization committed to the safe collection, transportation, and recycling of consumer batteries across the U.S. Our team members play an integral role in helping fulfill our mission to optimize collection, share our experience and expertise and responsibly manage the end-of-life of batteries and other materials, on behalf of corporate stewards.

TO APPLY:

Applicants must submit a both **cover letter and resume** via this form:

<https://app.smartsheet.com/b/form/263481f49c354a71bb180d4984cd1169>

All candidates must be available for phone and video interviews. Interviews will be scheduled on a rolling basis once application review occurs.

POSITION SUMMARY:

The Senior Accountant will be responsible for ensuring accurate accounting and financial data by leading the monthly close process and preparing the monthly and annual financial statements. The ideal candidate will possess a strong understanding of Generally Accepted Accounting Principles (GAAP), experience in closing the books, and the ability to prepare and analyze financial statements.

MAJOR DUTIES & RESPONSIBILITIES:

- Perform general ledger analysis upon completion of month-end close tasks to confirm accuracy of account balances.
- Execute month end close procedures confirming all applicable journal entries are generated and posted, account reconciliations are completed, and all reports tie to general ledger.
- Maintain up-to-date audit schedules for all balance sheet accounts, reconciling monthly.
- Reconcile and maintain inventory schedule on a monthly basis.
- Ensure fixed assets are properly allocated and calculated within the depreciation schedule and entries are recorded each close period.
- Collect and reconcile employee expense reports for both cash and corporate cards monthly.
- Coordinate and liaise with internal parties to support intercompany activities.

- Assists with preparation of annual financial audit and annual corporate tax returns.
- Provide expense analysis to departmental leads as needed.
- Document business processes and accounting policies to maintain and strengthen internal controls.
- Manage sales tax account registrations, business licenses, and other registrations through Avalara License Management software.
- Prepare and send 1099's on an annual basis.
- Perform monthly payroll reconciliation of payroll and benefits reports, tying to the general ledger balances.
- Perform quarterly internal time study.
- Act as primary back-up to Accounts Receivable/Accounts Payable Specialist when needed.
- Supports the Controller with special projects and workflow process improvements as needed.
- Complete ad hoc projects as requested.

QUALIFICATIONS, SKILLS & ABILITIES

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting, or a related field.
- Certified Public Accountant (CPA) or other relevant designation preferred
- 5+ years of experience in an accounting role including leading the monthly close process.

KNOWLEDGE & EXPERIENCE

- Public accounting experience preferred.
- Comprehensive understanding of GAAP.
- Experience in financial statement analysis.
- Experience working in a team-oriented, collaborative environment.

SKILLS:

- Interested in and able to flourish in a mission-based organization where culture and values are paramount in importance.
- Able to analyze multiple levels of information and provide insight into the numbers.
- Able to analyze processes and identify opportunities for innovation, and to innovate with an eye to organizational impact.
- Must be detail oriented with excellent follow-through and initiative.
- Excellent written and verbal communication skills.

- Proficient in Microsoft Office Suite as well as financial and ERP systems. Experience with Microsoft Business Central or Microsoft Dynamics 365 CRM a plus.
- Able to work independently and collaboratively in a fast-paced environment.
- Must be highly organized, with attention to detail and commitment to clear documentation.
- Ability to effectively prioritize and execute tasks.
- Possesses a constructive attitude and a desire to be part of a fast-paced, dynamic work environment, utilizing a high sense of urgency, patience, and flexibility.
- Be eager to join a team that embraces diversity, equity and inclusion as core values and fosters a culture of collaboration and innovation.

WORKING CONDITIONS:

- This position is remote based, with occasional travel (estimated 3-4 times per year) for key meetings.
- Limited travel, as needed. Travel could include, but not limited to, attending conferences, customer meetings, or team/organization-wide meetings (typically held at Call2Recycle's central office).
- The work hours, Monday - Friday, are 8 hours per day. The position may require hours that exceed 8 hours per day and/or 40 hours per week during peak periods. Our approach to schedules is to focus more on the quality and timeliness of the work being done. We recognize the importance of ensuring staff can connect with each other and can maintain a work-life balance. To support work/life balance, we offer our staff a flexible scheduling policy to the extent each role allows, giving you the opportunity to have greater control over your work schedule – in alignment with the latest policy - while ensuring that operational needs and team collaboration are maintained.

ABOUT CALL2RECYCLE

At Call2Recycle, we enjoy a culture of teamwork, innovation, and fun. Our team is the primary reason for our unique culture. We hire energetic and dedicated people who work hard every day to help us achieve our goals. Each one of our employees is a valued contributor, not just a number. We work in teams to benefit from our collective talents to make a real impact on the environment. The way we operate contributes to the success of our employees and our organization.

We also value the diversity of employees' backgrounds and believe everyone's unique perspective is critical to our success. Diversity is fundamental to what we do. Our team has varied backgrounds, speak different languages, and are engaged in varied personal pursuits but all share a commitment to environmental sustainability, and **each do their small part to improve our planet.**

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic.

We value our employees. In keeping with our values, we strive to support our team members in and out of work. As part of this, we offer a strong, well-rounded benefits package. Our benefits support our employees' health and wellness, time off, and productivity. Highlights include:



BENEFITS & PERKS



HEALTH & WELLNESS

- 401k
- Medical/Dental/Vision
- FSA
- HSA
- Basic Life and AD&D Insurance
- Short Term Disability
- Long Term Disability
- EAP & Wellness
- Adoption Assistance
- Pet Insurance



TIME OFF

- Paid Holidays
- Personal Days
- Vacation Days
- Sick Leave
- Paid Parental Leave
- Funeral/Bereavement Leave
- Volunteer Hours
- Voting Leave
- Jury Duty
- Leave: Medical and Military



PRODUCTIVITY

- Education Assistance
- Home Office Furniture Reimbursement
- Internet Reimbursement
- Password Management Service
- Employee Engagement
- Training & Learning



Changing habits. Inspiring action.™

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