
Senior Accountant

OxyGo HQ Florida, LLC., parent company of Applied Home Healthcare Equipment, has an immediate full-time opening for a Senior Accountant for our facility in Westlake, Ohio.

We are a business to business 25-year-old market leading manufacturer and supplier in North America and the leading supplier of Portable Oxygen Concentrators in the home healthcare market. We are known for our high-quality products and outstanding customer service. All fabrication and assembly of OxyGo and most Applied products are made in the U.S.A. and highly respected for quality, value, and service.

Summary/Objective:

The Senior Accountant performs a range of accounting and financial duties to support the financial functions of the company.

Qualifications:

- Any combination of education, training, or experience that provides the required knowledge, skills, and abilities
- Working knowledge of data collection, data analysis, evaluation, and scientific method
- Demonstrated ability to calculate figures and amounts such as discounts, interest, commissions, and percentages
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Demonstrated ability to supervise and motivate subordinates
- Proficient in Microsoft Word, Excel, and Outlook
- Commitment to excellence and high standards
- Acute attention to detail
- Ability to work with all levels of management
- Strong organizational, problem-solving, financial, and analytical skills; able to manage priorities and workflow
- Good judgement with the ability to make timely and sound decisions
- Basic competence in duties and tasks of supervised employees
- Working knowledge of data collection, data analysis, evaluation, and scientific method
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm

Competencies:

- Ethical Conduct
- Performance Management
- Financial Management
- Technical Capacity
- Organizational Support
- Communication Proficiency
- Personal effectiveness/Credibility
- Quality Management
- Analytical

Essential Functions: [the job includes, but is not limited to the following]

1. Learns and understands the accounting procedures for AR, AP, Billing. Acts as the backup for these functions while team members are unavailable.
2. Assists with preparation of financial statements including but not limited to income statements, balance sheet, cash flow, and management reports
3. Reconciles bank and investment-related statements
4. Reconciles and closes books monthly
5. Maintains budget spreadsheets for analysis of actual performance against budget
6. Analyzes, reviews, and audits overall general ledger, accounts payable, and accounts receivable systems
7. Performs daily banking procedures (receives checks and prepares deposit slips; verifies remittances against business accounts; deposits checks daily
8. Interacts with vendors and department managers when processing a resolution of account discrepancies
9. Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirement
10. Receives credit card receipts and reconciles against corporate credit cards on a monthly basis
11. Follows up on account statements and other discrepancies regarding payment of accounts; serves as liaison between departments and vendors in the resolution of administrative problems and inquiries
12. Maintains accounting department files and records
13. Performs general clerical duties including but not limited to filing, photocopying, faxing, typing, and mailing
14. Develops, implements, and monitors systems for general accounting
15. Assists and/or leads collection and analysis of year-end inventory count result
16. Assists with preparation and analysis of financial and operational reports; prepares reports required by regulatory agencies, banks, investors, and other external parties
17. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures
18. Develop, implement and be responsible for the development of policies, systems, special financial studies, including creating forms and manuals for account
19. Advise management on matters of fiscal procedure and importance for the organization
20. Ensure compliance with the financial procedures of the organization
21. Works with confidential data, which, if disclosed, might have significant internal effect or minor external effect
22. Establish and maintain systems and controls that verify the integrity of all systems, processes and data and enhance the company's value
23. Respond to CFO as assigned with accurate and timely work
24. Participate in a wide variety of special projects and compile a variety of special reports
25. Conform with and abide by all regulations, policies, work procedures and instructions

Supervisory Responsibility

This position currently has no supervisory responsibilities but works closely with AR and Credit Clerks, AP Clerk, and Billing Clerk

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

Travel

Some travel may be required such as Accountant visits, training seminars, etc.

Required Education and Experience

- Associate Degree required in accounting or equivalent number of years of experience, plus three years of accounting experience
- Computer experience (Intermediate user of Microsoft word, excel, outlook and Epicor preferred)

Preferred Education and Experience

- Bachelor's Degree in accounting or finance
- Experience working in public accounting
- Presentation skills
- Knowledge of Epicor

Additional Eligibility Qualifications

None for this position

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Position Type and Expected Hours of Work

- This is a full-time position
- Days and typical hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. with an hour lunch
- The employee must work 40 hours each week to maintain full-time status