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## Senior Accountant

OxyGo / Applied Home Healthcare Equipment, has an immediate full-time opening for a Senior Accountant for our facility in Westlake, Ohio.

We are a B2B, 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:

- 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
- 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
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm

### Preferred Education and Experience

- Bachelor's Degree in accounting or finance
- Experience working in public accounting a plus
- Good Presentation skills
- Knowledge of NetSuite a plus, or other ERP system
- Computer experience
  - MS Office Products – Excel, Word, PowerPoint, Outlook, SharePoint

**Travel:** Some travel may be required such as occasional location visits, training seminars, etc.

### 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. Assists with preparation of financial statements including but not limited to income statements, balance sheet, cash flow, and management reports
2. Reconciles bank and investment-related statements
3. Reconciles and closes books monthly and annually
4. Maintains budget spreadsheets for analysis of actual performance against budget
5. Analyzes, reviews, and audits overall general ledger, accounts payable, and accounts receivable systems
6. Learns and understands the accounting procedures for AR, Credit, AP, Billing. Acts as the backup for these functions while team members are unavailable.
7. Maintains fixed asset listing and monthly depreciation schedules.
8. Interacts with vendors and department managers when processing a resolution of account discrepancies
9. 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
10. Assists and/or leads collection and analysis of year-end inventory count result
11. Assists with preparation and analysis of financial and operational reports; prepares reports required by regulatory agencies, banks, investors, and other external parties
12. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures
13. Develop, implement and be responsible for the development of policies, systems, special financial studies, including creating forms and manuals for account
14. Advise management on matters of fiscal procedure and importance for the organization
15. Ensure compliance with the financial procedures of the organization
16. Works with confidential data, which, if disclosed, might have significant internal effect or minor external effect
17. Establish and maintain systems and controls that verify the integrity of all systems, processes and data and enhance the company's value
18. Respond to CFO as assigned with accurate and timely work
19. Participate in a wide variety of special projects and compile a variety of special reports
20. Conform with and abide by all regulations, policies, work procedures and instructions

**Other Requirements:**

Successful clearance of pre-employment background and drug screen required. The Company conducts business with the Federal government and complies with all applicable Federal laws, regulations, and guidelines.

For employment, all persons hired must provide valid proof of identity and eligibility to legally work in the United States.

**An Equal Opportunity Employer**

**ADA Compliant**

**Drug-free and smoke-free workplace**

**Visit our Company websites:**

[www.oxygo.life](http://www.oxygo.life)

[www.applied-inc.com](http://www.applied-inc.com)

[www.oxyfuelsafety.com](http://www.oxyfuelsafety.com)

[www.lifecorporation.com](http://www.lifecorporation.com)