



Job Description

Job Title: Senior Accountant
Reports to: Accounting Manager
FLSA Status: Exempt
Location: College Park, GA

Summary

Performs daily functions of accounts payable and accounts receivable, maintains fixed assets, provides support and ad hoc reporting for Accounting Manager.

Essential Duties and Responsibilities

Accounts Payable

- Review invoices for accuracy, completeness, including proper approval, general ledger coding, project coding, when applicable
- Review and process employee expense reports and ensure compliance with company policies.
- Answer and resolve all vendor inquiries.
- Prepare analysis of accounts as required.
- Process invoices ensuring payment according to terms and discounts taken.
- Generate and distribute accounts payable checks weekly.
- Generate all accounts payable reports and maintain all accounts payable files.
- Monthly reconciliation of accounts payable to the general ledger.
- Monthly reconciliation of Corporate Amex card.

Accounts Receivable

- Generate and distribute monthly sales invoices from Great Plains and Wide Orbit.
- Prepare monthly journal entries for sales related transactions.
- Enter cash receipts in Great Plains and Wide Orbit and reconcile all accounts.
- Research and process credit and debit memos.
- Process credit inquiries on new customers.
- Answer and resolve all customer inquiries.
- Maintain customer relations and update accounts as necessary.
- Generate and distribute weekly Aged AR reports to Account Executives and Sales Management.
- Make routine collection calls on all past due accounts and assist Sales in resolution of all discrepancies.
- Monthly reconciliation of accounts receivable to the general ledger and Wide Orbit.

Project Accounting

- Track costs associated with specific shows and projects.
- Prepare monthly journal entries to post all project accounting related transactions
- Prepare and distribute monthly project cost reports.
- Assist Accounting Manager with monthly journal entries for amortization of original and acquired programming and reconcile amortization schedules to the ledger.

Fixed Asset Tracking

- Input fixed asset information into the fixed asset module, while ensuring compliance with company capitalization policy.
- Run depreciation reports on a monthly basis. Reconcile fixed asset module with general ledger monthly.

- Prepare audit schedules annually for all fixed asset activity.

Month End Close

- Preparation of Balance Sheet account reconciliations.
- Preparation of monthly journal entries and various supporting schedules as assigned
- Produce various reports for management including tracking of budget to actual comparisons and project costing.
- Annual preparation of 1099's
- Assist with special projects, as required.

Qualifications:

- Strong Analytical skills to troubleshoot complex issues in accounting
- Strong knowledge of Generally Accepted Accounting Principles (GAAP). This includes the ability to apply these principles and determine compliance with the principles
- Ability to perform technical accounting research as needed and provide supported conclusions
- Ability to work well in a fast paced environment
- Ability to multi-task effectively
- Highly detailed oriented and organized in work
- Ability to meet assigned deadlines
- Ability to be influential and establish positive working relationships.
- Willingness and ability to work overtime as needed
- Reliability
- Self-starter
- Professional with excellent communication skills
- Solid work ethic
- Technology interest and aptitude
- Proactive and independent

Education/Experience:

- 6+ years accounting / finance experience, 3 years minimum in a Senior Accounting role
- BA/BS in Accounting or Finance
- Advanced skill in Microsoft Excel is highly desirable
- Experience with Great Plains a plus
- Advance degree or CPA track preferred
- Industry experience a plus

Application Process

To apply, submit your resume to Human Resources at recruiting@aspiretv.tv

For information on our company, visit www.aspire.tv