



SENIOR ACCOUNTANT JOB DESCRIPTION

POSITION TITLE:	SENIOR ACCOUNTANT	DEPARTMENT:	ACCOUNTING
REPORTS TO:	CONTROLLER	SUPERVISES:	NA

SOAPY JOE'S MISSION, VISION, AND VALUES

All Soapy Joe's employees are expected to act responsibly, guided by our mission, vision and core values at all times to represent the Soapy Joe's brand promise to employees and customers.

MISSION: We're driven to clean cars, protect the environment and shine in our communities.

VISION: A Soapy Joe's air freshener in every windshield in San Diego

VALUES:

- **BUILD COMMUNITY:** We love our neighbors and create an atmosphere where everyone is welcome.
- **LEAD WITH HEART:** We create trust and respect through listening, positive words and actions.
- **CREATE FANS:** We impress customers with a great experience defined by positivity and helpfulness.
- **DO THE RIGHT THING:** We operate with honesty and integrity — even when no one's looking.
- **BE PROUD:** We're proud of our quality services and clean sites, but most of all, we're proud of our team.
- **HAVE FUN:** We believe creative solutions and genuine connections happen when you're having fun.
- **KEEP LEARNING:** We take learning as seriously as we take having fun, which means we do it all the time!

POSITION OBJECTIVES

The Senior Accountant position is responsible for contributing to the accounting operations of the company. This includes the preparation of period financials reporting and maintenance of an adequate system of accounting records. The Senior accountant will participate in key financial reporting requirements, including participating in the monthly, quarterly and year end closing procedures as well as other ad hoc requirements ranging from cash flow reporting to audits. The Senior Accountant also acts as a role model of our company core values.

KEY RESPONSIBILITIES

- Support and assist accounting staff with functions such as billing, accounts payable, accounts receivable, payroll, and fixed assets.

This document is not designed to cover all aspects of the job, nor is it a comprehensive list of activities, duties, or responsibilities. Duties / Responsibilities may change at any time, with or without notice.

- Perform monthly/quarterly/annual financial closings and financial reporting, GL reconciliations, cash management, and project reporting as needed.
- Provide overall financial accounting support, including financial reporting, financial audit support, financial analysis, and other projects.
- Participate in the development and modification of accounting/financial policies, procedures, and practices, as necessary.
- Ensure accounting/financial standards are maintained. Provide audit support to outside auditors during the year end and interim financial audits.
- Comply with local, state, and federal government reporting requirements and tax filings.

REQUIREMENTS: DEGREE

- Bachelor's degree in accounting or business administration, or equivalent experience and 3 to 5 years of progressively responsible experience for a mid-size growth-oriented company. CPA a plus.

REQUIREMENTS: EXPERIENCE

- Microsoft Dynamics Great Plains experience preferred
- Experience in a multi-entity environment preferred
- Possess personal qualities of integrity, credibility, and commitment to corporate mission.
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Must be advanced in Microsoft Excel, Word and Outlook.
- Excellent Organizational, analytical and problem solving skills

REQUIREMENTS: PHYSICAL

- Ability to remain in a stationary seated or standing position for various increments of time
- Able to move about to access a variety of tools and office equipment
- Able to consistently operate a computer or other electronic device
- Must be able to communicate clearly through both verbal and written form