

## Job Description

**Senior General Accountant**

<b>Department:</b>	Finance	<b>Job Grade:</b>	Exempt
<b>Reports To:</b>	U.S Controller/U.S General Manager	<b>Job Location:</b>	Horseheads, NY

**SUMMARY**

Responsible for the administration of the US fixed asset process beginning with the initiation of the CEA through asset capitalization and depreciation calculation. Responsible for the month-end journal entries and account reconciliations associated with the fixed asset activity and other general ledger accounts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Additional duties may be assigned.

- Prepares monthly financial reporting and Bucher reporting for Emhart Glass Manufacturing, Inc. or Emhart Glass Inc.
- In conjunction with the US Controller, prepare annual budgets for Emhart Glass Manufacturing, Inc. or Emhart Glass Inc.
- Works in conjunction with the US Controller to prepare financial forecasts when scheduled for Emhart Glass Manufacturing, Inc. or Emhart Glass Inc.
- Responsible for the maintenance and recording of all US Fixed Asset sub-ledgers including monthly depreciation, monthly general journaling, fixed asset tracking/tagging and CEA tracking.
- Responsible for the physical inventory of Fixed Assets.
- Responsible for the timely submission of the New York, Connecticut, Ohio and Florida Sales and Use Tax returns for both US legal entities.
- Responsible for the timely submission of all information for the property tax requests.
- Responsible for the preparation of the various accrual entries including but not limited to insurance, taxes, audit fees, interest and prepaid expenses for both legal entities.
- Prepares the monthly general ledger account reconciliations for area of responsibility.
- Responsible for the preparation of the monthly departmental expense statements for Emhart Glass Manufacturing, Inc. or Emhart Glass Inc.
- Responsible for the monthly commentary for Emhart Glass Manufacturing or Emhart Glass Inc.
- Assists in internal and external audits.

**BASIC DUTIES & RESPONSIBILITIES** include the following:

- Assists in the annual budgeting process.
- Assists with financial forecasts as requested by group finance.
- Assists with special projects as assigned.
- Promotes a safe work culture and ensures that personnel are adhering to the general safety rules and are trained in accordance to company policy.
- Additional duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

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### **TRAVEL**

Occasional travel may be required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree (B. A.) or equivalent and 5 to 7 years related experience and/or training; or equivalent combination of education and experience.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions which solve the problem. Ability to interpret an extensive variety of technical instructions.

### **COMPUTER SKILLS**

Basic knowledge of Microsoft Office, ERP and Accounting Software.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to touch, handle, or feel and talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently move up to 10 pounds and occasionally move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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The noise level in the work environment is usually quiet.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_