

Senior Accountant

Classification: Exempt

Reports to CEO



JOB DESCRIPTION

Do you love the many aspects of small business? Are you passionate about helping a company operate effectively with the resources they have? Do you love working as part of a close-knit team that includes everyone from CEO to temp staff? We are hiring for a full time in-house Senior Accountant that would handle the full spectrum of accounting functions within the company. The ideal candidate would be a knowledgeable, creative, flexible individual that is comfortable handling high-level accounting and reporting, but also doesn't mind the data-entry that comes with it.

About Us

MediaComplete is a small software company located in Franklin, TN. Our mission is to equip the church by providing software, tools and resources to enhance worship. MediaComplete offers a competitive compensation and benefits package, which includes medical, dental, vision, paid holidays, vacation time and more.

Essential Duties and Responsibilities include the following. Other duties assigned to meet business needs.

- General responsibility for supervising and handling the accounting procedures of the company.
- Ability to converse and work directly with CEO and other members of management.
- Manages budget and controls expenses effectively.
- Responsible for the development of policies, systems, special financial studies, etc. of major importance.
- Provide financial analysis and useful recommendations on current business practices as well as for possible acquisitions and areas of growth.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports.
- Accounting work on involved projects and problems.
- Complete the month-end process including month-end balancing, accruals and journal entries.
- Prepare monthly financial statements for CEO.
- Communicate with company's CPA firm concerning annual federal tax filings.
- General ledger analysis of accounts.
- Prepare quarterly sales tax returns – must be up to date on current TN sales tax laws.
- Process all payables and receivables on a weekly basis.
- Must be flexible and work with ease in a constantly changing environment.
- Openness, trustworthiness and creativity a must.
- Exceptional Ping-Pong skills could enhance your popularity.

Qualification/Requirements:

The successful candidate should have excellent computer (Excel, QuickBooks, and Word) skills; exceptional problem solving abilities and good organizational skills. Ability to work with a high degree of flexibility is important.

Education/Experience:

Bachelor's degree in Accounting
3-4 years accounting experience required
CPA Preferred

Please submit resume and cover letter to jobs@mediashout.com.