

POSITION DESCRIPTION

Clearfield, Inc.

POSITION TITLE: Senior Accountant

POSITION OBJECTIVE

Supports Finance Department in all aspects of financial statement preparation, general ledger, and payroll activities. This position assists in the preparation and management of the annual SOX and financial statement audits including all documentation. Provides financial planning and analysis reports on a monthly basis to management.

JOB SUMMARY

Clearfield has an opportunity for a Senior Accountant to join our growing team. This is a new position created by growth, where you will be a key member of the finance team in a publicly held manufacturing company reporting to the Controller. This person will work closely with other members in the Finance department in financial statement preparation and the monthly reporting for month, quarter, year-end closes, and SEC filings. In this role, you will also help manage company audits including SOX, quarterly reviews and annual audits by external auditors. This role will interact with all management and will also be responsible for various financial planning and analysis and project based activities that will support the business. This is an excellent opportunity to gain experience and be exposed to a wide variety of responsibilities in a growing company.

POSITION RESPONSIBILITIES

1. Prepare monthly journal entries and enter general ledger data
2. Perform monthly G/L account reconciliations and accruals
3. Assist in all areas of the monthly closing process to ensure accurate and timely financial reporting
4. Assist with preparation of monthly financial statements
5. Prepare internal financial reporting and analysis
6. Prepare and process biweekly payroll in ADP
7. Perform monthly sales commission calculation
8. Perform inventory analysis and assist with cycle counts
9. Assist in the coordination and preparation of monthly, quarterly, and annual internal and external financial statements and related footnotes, including Forms 10-Q and 10-K
10. Prepare various financial and operating schedules for Management and Board of Directors
11. Assist in technical accounting research and guidance and provide written documentation for proper treatment of accounting topics as needed
12. Assist with and prepare audit workpapers, schedules, and memos as well as interacting with external auditors for both Sarbanes Oxley (SOX) and financial statement audits
13. Assist with annual planning and budgeting process
14. Assist in preparation of reports for SEC submission including Forms 10-Q, 10-K, and ownership related Form 4s
15. Contributes to a spirit of collaboration and performs other duties as apparent or assigned

POSITION REQUIREMENTS:

- Four-year degree in Accounting
- Minimum two years' experience in public accounting or accounting in private industry
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Familiarity with Microsoft platform
- Experience in a manufacturing environment preferred
- CPA preferred but not required
- Strong written and verbal communication skills

October 2018