

# Shopko Optical<sup>®</sup>

## Sr Accountant

### **POSITION SUMMARY:**

Partner with Controller, Chief Financial Officer, and cross-functional teams in managing various weekly, monthly and annual requirements for internal and external reporting. Assist in month end close process, including accounting for key accounts and performing account reconciliations in an accurate and timely manner. Stay current with accounting pronouncements and perform research for new or changing initiatives to ensure compliance with accounting standards. Monitor/improve controls with general accounting and financial reporting areas.

### **DUTIES AND RESPONSIBILITIES:**

#### **GENERAL ACCOUNTING & REPORTING**

- Lead process for compiling and analyzing financial information of key areas to prepare journal entries for posting to general ledger accounts
- Lead month end close process to ensure timely completion of financials
- Reconcile and report activity in the group health insurance accounts
- Manage allocation transactions in general ledger and ensure accuracy and timeliness
- Assist in month end balance sheet and income statement analysis meetings
- Research variance findings and recommend needed adjustments
- Manage and prepare reconciliation process
- Partner cross-functionally on new initiatives and ensure compliance with accounting standards
- Lead accounts payable and accounting staff on daily responsibilities
- Prepare schedules to meet monthly financial reporting requirements
- Maintain integrity of the general ledger account and reporting structure

#### **FINANCIAL ACCOUNTING & REPORTING**

- Manage accounting and reporting related to lab expenses and cost allocation
- Manage accounting for inventory
- Manage lease accounting for the company
- Calculate and analyze various quarterly reserve entries
- Collaborate with Human Resources personnel on accounting for payroll
- Analyze balance sheet variances for management
- Review assigned account reconciliations for accuracy and potential adjustments
- Prepare backup and supporting schedules, verify accuracy and obtain backup from other departments for financial statement reporting
- Remain informed of current accounting pronouncements from FASB, SEC, AICPA, etc. and assist in preparation of e-summaries for management
- Assist in preparation of footnotes for annual financial statements

## **FINANCIAL CONTROLS**

- Maintain an effective control environment for Shopko Optical by taking ownership of and being accountable for assigned control activities
- Communicate timely any issues that impact controls
- Support external auditors' documentation requests, including timely follow up and resolution of any issues of questions
- Ensure evidence of control activity is retained and timely updates of job specific policies and procedures

## **MINIMUM KNOWLEDGE, EXPERIENCE & SKILLS REQUIREMENTS:**

- Bachelor's degree in Accounting
- CPA certification or MBA preferred
- 5-7 years' experience in the field of accounting
- Public accounting experience preferred
- Service or retail industry experience, preferably with insurance exposure
- Able to work cross-functionally with excellent attention to detail and follow through
- Solid interpersonal relationship skills
- Strong analytical and conceptual skills
- Strong oral and written communication skills; able to communicate effectively across all levels of the organization
- Proven ability to work collaboratively in a matrix environment
- Solid organizational and planning skills
- Advanced Excel skills required
- Experience with Oracle NetSuite preferred

## **ESSENTIAL FUNCTIONS & WORK REQUIREMENTS**

- Ability to effectively communicate at all levels within the organization through written and two-way verbal communication
- Able to read and write at a high school graduate level
- Able to lift 10 to 20 pounds
- Able to sit or stand for extended periods of time
- Able to operate various office equipment (e.g., personal computer, telephone, fax machine, copier, etc.)
- Able to work normal and/or extended (evenings, nights and weekends) office hours to meet established deadlines
- Able to travel independently to support Company objectives and personal development

*These statements are intended to describe the general nature and level of work performed by teammates assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*