

Accountant Level II Job Description

Position Title: Accountant Level II

Reports To: Accounting Director

Department: Accounting

Hours: Full time 40 hours per week

Position Summary

The Accountant Level II supports the Senior Accountant by performing intermediate accounting functions related to the general ledger, month-end close, reconciliations, audit support, tax schedules, and financial reporting preparation. This role requires strong attention to detail, sound critical reasoning skills, and the ability to analyze and manipulate financial data accurately.

Key Responsibilities

- Support the Senior Accountant with day-to-day accounting activities, month-end close and year-end close tasks, and special projects.
- Prepare, review, and post general ledger journal entries in accordance with company policies and accounting standards.
- Perform bank reconciliations.
- Update and maintain supporting schedules and reconciliations.
- Investigate discrepancies in a timely and accurate manner.
- Assist with financial statement preparation and reporting packages.
- Assist with preparation of tax-related schedules and documentation for external CPA firms.
- Work with CPA firms and external advisors by gathering information, responding to requests, and supporting tax and compliance activities.
- Support financial audits by preparing audit schedules, compiling requested documentation, and assisting with follow-up questions.
- Use Excel functions, including lookup functions, pivot tables, filters, sorting, and data manipulation techniques, to analyze and organize accounting data.

- Review accounting data for accuracy, completeness, and reasonableness before submission or posting.
- Identify unusual variances, errors, or inconsistencies and communicate findings to management.
- Maintain organized records and documentation to support internal controls, audit readiness, and financial reporting requirements.
- Provide backup support for designated accounting processes, including cash disbursements, fixed asset accounting, project accounting, and accounts receivable function as needed.

Required Qualifications

- Bachelor's degree in accounting or equivalency.
- A minimum of 3-4 years' accounting experience, preferably in general ledger accounting, reconciliations, financial reporting, tax, and audit support.
- Experience preparing journal entries, bank reconciliations, and preparing financial statements.
- Advanced proficiency in Microsoft Excel, including lookup functions, pivot tables, data analysis tools and advanced data manipulation for reporting and analysis.
- Proficiency in Microsoft Office applications, including Word, PowerPoint, Outlook, and SharePoint.
- Accounting software experience required; Microsoft Dynamics GP or Microsoft Dynamics 365 Business Central ERP preferred but not required.
- Strong understanding of accounting principles and the ability to apply them to routine and moderately complex transactions.
- High attention to detail with a commitment to accuracy and completeness.
- Strong critical reasoning skills, including the ability to review information, identify issues, and recommend appropriate next steps.
- Ability to manage multiple priorities, meet deadlines, and maintain confidentiality of financial information.

Preferred Skills and Attributes

- Ability to work collaboratively within a team.
- Strong organizational skills and ability to maintain clear, audit-ready documentation.
- Professional communication skills, including the ability to explain accounting information clearly and concisely.
- Willingness to learn, improve processes, and take on increasing responsibility over time.

Role Expectations

The Accountant Level II should demonstrate reliability, accuracy, and professionalism while supporting the Senior Accountant and broader accounting function. This position is intended for an accounting professional who can perform recurring accounting responsibilities with limited supervision, apply critical thinking to resolve issues, and contribute to timely and accurate financial reporting.