

# **BOLLINGER MOTORS**

## **Senior Accountant**

Bollinger Motors is looking for a Senior Accountant to lead our accounting operations and financial statement preparation and support in financial statement analysis and other finance functions. The Senior Accountant will join our small but growing Finance team and play an important role with high visibility across the company. Opportunities exist for increasing levels of responsibility and expansion of the role over time as our company continues to grow.

## **Essential Duties & Responsibilities**

- Responsible for monthly financial statements prepared in a timely and consistent manner
- Reconciliation of accounts, including bank reconciliations, general ledger accounts, and corporate credit cards
- Manage accounts payable transactions in accordance with company policies
- Regular review and entry of transactions into QuickBooks in accordance with accounting policies
- Lead the preparation of annual audits and filing of tax returns
- Support financial systems implementation, including data entry and reporting requirements
- Lead the communication with external parties, including auditors and tax and legal advisors
- Review and ensure application of appropriate internal controls and financial procedures
- Prepare and process payroll and work with HR on implementing and updating employee benefits

## **Education, Skills and Knowledge**

- Bachelor's degree in Accounting, Finance, or another related field
- Preferred to have Master's degree in Accounting
- CPA license
- 3-5 years of accounting experience with strong understanding of accounting requirements and regulations; audit experience at a large accounting firm is preferred
- Proficiency in Microsoft Office with expert proficiency in Microsoft Excel
- Experience with Plex or similar ERP system is preferred
- Able to work in a small team, start-up environment, be flexible and work hours as needed
- Strong communication and analytical skills
- Strong attention to detail; able to work efficiently and accurately with minimal oversight
- Self-starter mentality with the ability and desire to take on additional responsibilities

Email resume to [careers@bollingermotors.com](mailto:careers@bollingermotors.com)

**ALL APPLICANTS MUST BE AUTHORIZED TO WORK IN THE UNITED STATES**

**14925 W 11 MILE ROAD, OAK PARK, MI 48237**