



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 preparation 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 Plex system in accordance with accounting policies
- Lead the preparation of annual audits and filing of tax returns
- Lead the communication with external parties, including auditors and tax professionals
- 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
- Research, implementation, and documentation of technical accounting topics
- Complete ad hoc projects as necessary

Education, Skills & Knowledge

- Bachelor's degree in Accounting and/or Finance
- CPA preferred.
- 3-5+ years of accounting experience with strong understand 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

ALL APPLICANTS MUST BE AUTHORIZED TO WORK IN THE UNITED STATES

BOLLINGER MOTORS

14925 W 11 MILE ROAD OAK PARK MI 48237