



## Accountant

Our company is seeking an Accountant to join our accounting and finance team. An Accountant on our team will be responsible for assisting with the preparation of monthly financial analysis reports along with preparing and submitting various regulatory reporting to external agencies. The successful candidate will also collect pertinent information for third party audits.

This position could be in Vernon or Wichita Falls.

### Responsibilities include, but are not limited to:

- Prepare accounting related entries to numerous registers, journals and logs
- Follow our company's established accounting processes
- Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry
- Assist with inventory and work orders as needed
- Regularly maintain detailed reconciliations of all balance sheet accounts
- Provide detailed analyses and explanations of all transactions
- Prepare documentation for external auditors
- Prepare and submit regulatory reports to external agencies
- Assist in the month end close process
- Other duties as assigned

### Qualifications:

- Bachelor's Degree in Accounting required
- Master's Degree or CPA License preferred
- Equivalent experience may supplement educational preferences above
- Ability to meet deadlines
- Proficient in Word and Excel
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Willingness to establish and maintain effective working relationships

*Please send resume and application to [jobs@syntrio.net](mailto:jobs@syntrio.net).*