**Company Name: Anderson Concrete Corp & Buckeye Ready-Mix**

**Job Title: Senior Accountant**          **Employee Name:_____**

**Department: Accounting**          **Status: Salary**

**Reports to: Controller**


**Anderson Concrete Corp.**
Anderson Concrete has been supporting Central Ohio's Concrete needs since 1921. As a leader in the concrete industry, we value Safety, Integrity, Excellence, Gratitude, Community & Teamwork. These values contribute to the success of our business with our people.

Our Mission: Our team strives to build lasting relationships with our customers by safely delivering quality products with superior service.


**Job Summary:**


The Senior Accountant is a member of the Anderson Concrete and Buckeye Ready-Mix Management Teams, overseeing the financial information of both companies. This position reports to the Controller and will have no direct reports. The primary responsibilities of this position include monthly financial statement preparation, cash management and banking, credit monitoring, accounting for capital expenditure/fixed assets, and assisting with the annual financial audit.

Upholding the company's core values (safety, teamwork, excellence, integrity, community and gratitude) and maintaining a professional and courteous demeanor when interacting with colleagues, customers, other stakeholders and the public is of utmost importance. The ability to positively collaborate with other team members is extremely important in our company culture.


**Job Duties and Responsibilities:**

- Prepare accurate and timely monthly financial statements in accordance with company policies and accounting standards.
- Maintain and reconcile the general ledger for multiple entities, ensuring accuracy and completeness.
- Oversee account balances and bank reconciliations to ensure proper cash management and financial integrity.
- Support internal and external audits, including preparation of required documentation, tax filings by preparing necessary documentation. and responses to auditor inquiries.
- Compile and submit financial reports for tax filings, regulatory compliance, and stakeholder reporting.
- Collaborate with the Controller to prepare financial documents and analyze complex financial data for executive-level decision-making.
- Manage customer credit processes, including credit assessments, monitoring, and approvals, to mitigate financial risk.

**Qualifications and Experience:**

**Education:**
- Bachelor's degree in accounting, Business Finance, or a related field.

**Skills:**
- Strong mathematical and accounting proficiency with a deep understanding of financial principles
- Exceptional written and verbal communication skills
- High level of discretion and professionalism in handling confidential information
- Excellent organizational skills with strong attention to detail
- Proficient in Microsoft Excel and other accounting software platforms
- Effective time management and ability to prioritize tasks to meet tight deadlines
- Capable of working independently and collaboratively as part of a team
- Able to perform under pressure while maintaining a high standard of professionalism

**Experience**
- Minimum of 2 years of progressive accounting and financial management experience
- Prior experience in manufacturing, construction, or related industries preferred
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principle and Generally Accepted Accounting Principles (GAAP)
- Proven ability to conduct financial analysis and interpret complex financial data
- Demonstrate critical thinking and problem-solving abilities.
- Proficiency with financial systems and spreadsheet software, particularly Microsoft Excel
- Understanding of management information systems and supporting technologies
- Demonstrated ability to explain complex financial concepts in clear and accessible terms

**Benefits:**
- Competitive wage
- Excellent medical, dental and vision, AD&D and life insurance
- Short & long-term disability coverage
- Paid vacation and holidays
- 401(k) with profit sharing retirement plan
- Company paid performance and service bonuses

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Employee Initial & Date                              Supervisor Initial & Date