



JOB DESCRIPTION

I. POSITION SUMMARY:

The Senior Accountant is responsible for preparing sub-ledgers and schedules for monthly financial statements, managing the accounts receivable and payable, evaluating operating costs, ensuring payment of all tax obligations, and preparing production, sales and financial reports, and summaries if requested from supervisor. The Senior Accountant is a member of the accounting team, and is account able for meeting the deadlines set by the manager, government, and other reporting authorities.

DUTIES AND RESPONSIBILITIES:

TRANSACTIONS

- Ensure that accounts payable are paid in timely manner and all reasonable discounts are taken on accounts payable
- Review invoices and PO's for accuracy and proper approval.
- Audit employee expense reports.
- Accurate, timely processing of all accounts receivable related transactions.
- Maintains and balances accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Process overpayments, refunds, adjustments, Non-Sufficient Funds, audits and partial payments.
- Prepare monthly reconciliations of all bank accounts and credit cards
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.

REPORTING

- Assist in monthly close procedures including: reviewing journal entries, general ledger account reconciliations, intercompany transactions, and consolidations.
- Maintain overall accuracy and integrity of the general ledger, other accounting transactions, and ensure that financial statements are GAAP compliant.
- Prepare quarterly balance sheet analysis and effectively investigate and communicate fluctuations.
- Assist in documentation and monitoring of internal controls.
- Assist with preparing financial statements for the filing of quarterly and annual reports with the Securities and Exchange Commission (SEC).

TAX & COMPLIANCE

- Verify W-9's obtained from the vendors are complete and information is accurately reflected in accounting system.
- Verify annual 1099 and 1042 forms are accurately processed and submitted before due dates.
- Assist with preparing tax returns and corporate reporting requirements.
- Participate in the process for quarterly reviews and audits, including working with outside auditors on accounting and reporting issues.

OTHER MATTERS

- Participate in ad hoc and cross-functional projects as needed.



- Contribute to department and organization special projects as assigned.
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Knowledge of general accounting principles, methods and practices of financial recordkeeping, and general recordkeeping techniques
- Knowledge of database, financial and accounting computer application systems
- Ability to process a high volume of invoices and related documents electronically
- Ability to analyze and resolve complex problems
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Ability to manage changing priorities in a fast-paced environment with high tolerance for ambiguity

MINIMUM REQUIREMENTS:

- Bachelor's degree in Accounting, Finance or Economics required;
- 5+ years accounting/finance experience
- Thorough knowledge of basic accounting procedures and principles
- Accuracy and attention to detail
- Proficiency with Microsoft Office, advanced skills in Excel, and QuickBooks applications
- Detail-oriented with excellent analytical and communication skills

II. COMPLEXITY OF WORK:

Requires good verbal and written communication skills, tact, accuracy, and the ability to prioritize work and works well under extreme pressure. Ability to work independently, interface with various levels of administration and management. Must maintain all levels of confidentiality and have a professional, positive attitude towards the job.

III. SKILLS REQUIRED:

Must be able to communicate effectively both verbally and in written form. Requires the ability to be tactful. Must be able to use the computer to access and input data, communicate by e-mail, and prepare spreadsheets. Ability to use Microsoft Word and Excel is required.

IV. SUPERVISION OF OTHERS:

None

V. PERSONAL CONTACTS REQUIRED:

Personal contacts made routinely as part of the job include various administrative and managerial staff, consultants, customer, and vendors.

VI. RESPONSIBILITY FOR ACCURACY AND SERIOUSNESS OF ERROR:

Errors have the potential to be extremely costly. Problems can arise if duties are not fully or properly performed, e.g., grant deadlines are not met. Financial loss to Emmaus Medical can result from errors.

VII. HANDLING CORRESPONDENCE:



Incoming correspondence but is not limited to distributing and responding to various items related to a specific study or product or other Emmaus Medical business information. Outgoing correspondence includes but is not limited to meeting materials, letters, marketing materials, and memoranda.

VIII. RESPONSIBILITY FOR CONFIDENTIAL INFORMATION:

The majority of information processed by the Senior Accountant is extremely confidential and requires utmost discretion in handling. In addition, the Senior Accountant is often referred unusual and sensitive requests for information, which may involve other office staff. The Senior Accountant is required to keep this information confidential and not discuss it with the other staff members in the office.

IX. UNUSUAL JOB REQUIREMENTS:

May be required to perform other duties as appropriate to the needs of Emmaus Medical that are not listed and in addition to this job description.