

Senior Accountant

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Epson Portland Inc., is looking for an experienced Senior Accountant to join our Accounting & Finance Department. We're looking for an independently minded individual who works independently to ensure the integrity of company accounting information. This role requires discretion and judgment and an in-depth understanding of accounting principles and company practices. Using their strong analytical skills, critical thinking, and creative problem-solving skills, the Senior Accountant will take ownership of various reporting, budgeting, and forecasting responsibilities.

Shift: Monday through Friday, generally 8:00am to 5:00pm

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform responsibilities related to the closing process to ensure financial statements are properly recorded and presented on a monthly basis
- Prepare, update, and analyze actual to budget department expenses on a monthly basis
- Prepare schedules and assist with budgeting and forecasts
- Ensures coordination of payroll activities with HR and staffing agencies
- Prepare and process payroll-related journal entries, account reconciliations, labor cost, and headcount reports on a monthly basis
- Process daily accounts receivable invoicing
- Assist with monthly financial reporting to SEC (Seiko Epson Corporation)
- Prepare year-end audit schedules based on external auditor requirement
- Upload and clear payment activity to the bank and other cash responsibilities, including monthly bank reconciliation
- Prepare quarterly census reports for applicable agencies as required
- Provide analysis, as assigned, for accounting projects

Education and Experience:

- Bachelor's degree in Accounting or equivalent education and experience
- Minimum four years of progressive financial accounting and payroll experience, two years supervisory experience preferred
- Experience with financial reporting and cost accounting using ERP systems in a manufacturing environment preferred
- Experience with computerized payroll systems, knowledge of federal/state regulations of employment wage and hour laws, auditing

payroll, and review of payroll tax returns; Ceridian Payroll systems preferred

- Advanced PC skills including proficiency in Microsoft Office Products and accounting software systems
- Ability to interpret authoritative guidance and recommend/implement accounting treatment including developing process, procedures and controls
- Strong communication skills, both verbal and written, to communication with all levels of personnel, including the ability to work cross-departmentally, ability to train, support and mentor staff
- Ability to manage multiple complex projects and tasks concurrently prioritizing workload to consistently meet deadlines
- Be detail oriented and organized to maintain equitable and functional accounting workflow
- Strong teamwork, project management, and commitment to detailed financial accounting and reporting
- Strong problem solving using critical thinking and sound judgment

At Epson Portland Inc., your input matters. We pride ourselves on inclusion, diversity, and individuality as our innovations come from our differing perspectives. We're steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you've been here two weeks or twenty years, you can have an impact on the business and enjoy growth and fulfillment in your career at Epson Portland Inc. Many of our team members have been with us more than twelve years and have deep organizational knowledge to share. Founded in 1986, Epson Portland Inc. is located in Hillsboro, Oregon.

We offer an outstanding benefits package, including:

- Comprehensive, low-cost medical, dental, vision, alternative care, and prescription drug coverage
- Generous paid time off, including sick time, vacation, and holidays
- Income protection plans, including life insurance and disability programs
- Financial security plans including a 401(k) retirement plan with company matching
- Additional benefits such as educational reimbursement, an employee assistance program (EAP), employee discounts and much more

To be considered for this position, please send a cover letter with salary requirements and a resume in Word or PDF format. Reference Requisition #8756 in the subject line.

Pre-employment drug screening is required.
Epson Portland Inc. is an Equal Opportunity Employer.