

## Job Description

Job Title: Head Accountant

Date: January 1, 2015

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road,  
Amherst, NY 14228

Industries: Professional Development

Job Type: Full Time

Reports To: CFO

Dept: Finance

### *General Description*

The Head Account will work with all financial information to produce financial reports. Financial Reports must comply with all government regulations and tax laws. Standard Accounting procedures must be developed and remain consistent for the life of the company unless the company becomes incorporated then GAAP procedures will be adopted.

### *Reporting Relationships*

The Head Accountant will report to the CFO to receive authorization to communicate produced reports to the CEO and other departments.

### *Duties and Responsibilities*

The tasks to be completed by the Head Accountant include obtaining important company information, adopting formal accounting procedures, keeping records of all important financial information, and reporting the financial condition to the CFO and other executives. The Head Accountant is subject to internal and external auditing and will be subject to punishment if certain procedures are not followed. Financial Information must be condensed and reported on a quarterly basis along with a larger report produced on a yearly basis. Accurate income must be reported to comply with tax laws. The majority of the job time will be spent obtaining information and keeping formal records of any receipts of sales along with recurring revenues. Other time will be spent working with auditors and filing taxes during tax season.

### *Position Requirements*

- Bachelor's Degree in Accounting
- Strong Analytical Skills
- Proficiency with Microsoft Excel and other software programs
- Strong mathematical, quantitative, and written communication skills
- Ability to work independently and as part of a team
- Familiarization with financial reporting and accounting procedures
- Progress towards a Master's Degree is a plus