



Senior Accountant

Department	Accounting
Work Location	St. Petersburg, FL
Reports To	Controller
FLSA	Exempt
Classification	
Last Revision	3/31/22

Summary:

We are looking for a detailed-oriented senior accountant to perform accounting duties within our organization. The senior accountant's responsibilities include but not limited to performing account reconciliations, maintaining the general ledger, conducting monthly variance analysis, researching items/issues impacting financial statements, assisting with audit preparations, and performing other accounting duties as assigned.

Essential Duties & Responsibilities:

- Execute timely month-end accounting close activities and deliverables (i.e. journal entries, prepare and analyze account reconciliations as assigned)
- Analytical reviews and forecasting of assigned departmental areas
- Provide financial and analytical support to assigned departments
- Maintain proper documentation of monthly data and analysis
- Back-up support for other functions in the accounting area
- Assist with review of various balance sheet reconciliations and journal entries
- Assist with review of International entity financial statements
- Assist in preparation of monthly financial statements/reports and various other fiscal reports for each department
- Assist in special projects, process improvement and documentation
- Contribute to improving process workflows
- Assist with annual budget preparation
- Assist with preparing Tax forms 1099's and 1042's at year-end
- Assist with the annual audit and preparation of audit schedules
- Other duties as assigned

**Education and Experience:**

- 5+ years accounting experience
- B.A / B.S degree in Accounting Required
- CPA a plus
- Strong knowledge of GAAP
- Financial / budget analysis
- Tax, including international, experience a plus

Required Skills and Competencies:

- Excellent communication skills
- Advanced Excel / database management skills preferred
- Time management skills
- Attention to Detail a must
- Self-starter, ability to stay on task with limited supervision
- Microsoft Office proficient
- MAS200 and / or Concur experience helpful
- Uphold WTA Core Values: Be Progressive, Collaborative, Passionate, and show Integrity. These core values set the tone in everything we do, help us succeed on and off the court, make a difference in the community and create a premier, compelling global sport entertainment experience. It is important that the person in the position commits themselves to these core values so that we can constantly move forward in the same direction – Together.

Travel Requirements:

None

Supervisory Responsibilities:

No

Position Type/Work Schedule:

Full Time, 40 hours a week. Typical schedule will be Monday-Friday.

Work Environment/Physical Demands:

Work environment characteristics described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

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



Working Conditions

The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.

Physical Demands

The employee is required to sit for long periods; use close/distant vision; hear using the telephone; bend at the waist and knee; communicate verbally and electronically with worldwide constituency; use hands and fingers to operate a computer and telephone keyboard. Must be able to lift 50 lbs.

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