

Selas Fluid Processing Corporation Job Specification

Job Title:	Senior Staff Accountant
Reports to:	Controller
Last Updated:	May 2010

Position Summary

The Senior Staff Accountant position applies principles of IFRS Accounting to analyze financial information and prepare financial reports.

Key Areas of Responsibility

- Monthly consolidated close of the books
- Monthly supplemental reporting
- Account analysis
- Reconcile and Post Inter-company transactions - quarterly
- Cash flow projections, reconcile cash and hedging
- Job costing using percentage of completion & completed contract method
- Budgeting and Forecasting
- Inventory control
- Provide information for Quarterly, Year End Audits, Internal Audit and Federal/State Tax returns.
- Complete and file local tax returns and 1099's
- Ad hoc projects (Linde and internally)
- Performs other responsibilities associated with this position as may be appropriate

Required Skills

- Strong organizational skills with the particular attention to detail
- Good interpersonal skills to interact with both internal/external management
- Ability to work in high volume, fast paced environment
- Ability to multi-task and meet monthly deadlines

Education/Experience

- Bachelor's Degree in Accounting
- At least 5 years experience in accounting and computerized accounting systems such as: Word and Excel with SAP a plus