

TITLE: Senior Finance & Accounting Analyst

DEPARTMENT: Finance

REPORTS TO: Accounting Manager

LOCATION: Greenville, SC (will work remotely)

Summary of Role: The Senior Finance & Accounting Analyst (SFAA) role within New South Construction Supply (NSCS) will evolve over two to three years. Before integration is complete, which we expect to take 12 – 18 months, the SFAA will be the finance knowledge hub for the target companies NSCS is acquiring. Once the target companies have been integrated, the SFAA will grow into an Accounting Manager role.

Principal Responsibilities:

Before Target Companies Integration

- Assist with purchase accounting and opening balance sheet establishment;
- Assist in establishing an excel-based consolidation model to consolidate target companies' financial results into NSCS;
- Review target companies' balance sheet and bank reconciliations;
- Reviewing target companies' operating results and prepare monthly commentary;
- Travel approximately 10% of the time (2-3 days per month); and
- Other tasks as assigned.

After Target Companies Integration

- Monitor AP Dashboards to ensure vendors are paid in a timely manner; all reasonable prompt pay discounts are taken; timely vouchering of inventory receipts; AP automation tools a functioning as designed;
- Review recurring journal entries for accuracy;
- Review balance sheet and bank reconciliations;
- Review fixed asset accounting, including quarterly and annual roll-forward preparation;
- Review debt accounting, including quarterly and annual roll-forward preparation;
- Review and monitor sales tax accounting;
- Assist in preparing monthly and quarterly financial statement commentary;
- Supervise and develop transactional accounting associates;
- No travel is anticipated;
- Other tasks as assigned

Knowledge, Skills and Abilities:

- Undergraduate degree in accounting;
- Two to three years of public or corporate accounting experience;
- Proficiency with Microsoft Office, with strong fluency in Microsoft Excel formulas and functions;
- Knowledge and experience with Epicor Prophet 21 (P21) is preferred, however, not required;
- Wholesale distribution industry experience desired, with construction products distribution experience preferred
- Must have excelled organization skills and an acute attention to detail
- Must have strong creative problem-solving, decision making and motivational skills
- Highly developed interpersonal, presentation, and oral/written communication skills