**Job Title: Senior Accountant**

**Location:** Horsham, PA (On-site/Hybrid)
**Reports To:** Controller

**About Q-mation:**

Q-mation is a leading software reseller and services provider specializing in innovative solutions for businesses across industries. Based in Horsham, PA, we pride ourselves on delivering top-tier products and services to our clients while fostering a collaborative and dynamic workplace.

**Position Overview:**

We are seeking a detail-oriented and experienced **Senior Accountant** to join our finance team. The ideal candidate will bring strong accounting expertise, exceptional organizational skills, and the ability to manage complex financial processes. This role offers an exciting opportunity to contribute to the financial success of a growing organization.

In addition to performing regular senior accountant responsibilities, the successful candidate will play a critical role in **establishing and managing sales tax processes across multiple states** to ensure compliance with all relevant regulations.

**Key Responsibilities:**

* **General Accounting Duties**:
	+ Prepare and review monthly, quarterly, and annual financial statements.
	+ Reconcile general ledger accounts and resolve discrepancies.
	+ Assist in month-end and year-end close processes.
* **Sales Tax Administration**:
	+ Research and establish sales tax setup for customers across numerous states.
	+ Ensure compliance with state-specific sales tax laws and regulations.
	+ Administer monthly sales tax filings and remittances.
	+ Maintain accurate sales tax records and provide support during audits.
* **Financial Reporting and Analysis**:
	+ Generate and analyze financial reports to provide insights to management.
	+ Support the Controller in developing budgets and forecasts.
* **Internal Controls**:
	+ Ensure adherence to internal accounting policies and procedures.
	+ Recommend and implement process improvements to enhance efficiency and compliance.
* **Collaboration**:
	+ Liaise with other departments to ensure accurate financial data and seamless sales tax processes.
	+ Work closely with external tax consultants and auditors as needed.

**Qualifications:**

* Bachelor’s degree in Accounting, Finance, or related field. CPA preferred.
* Minimum of 5 years of progressive accounting experience, including experience with sales tax administration in multi-state environments.
* Strong knowledge of GAAP and accounting principles.
* Proficiency in accounting software and Microsoft Excel. Experience with ERP systems is a plus.
* Excellent analytical and problem-solving skills.
* High level of attention to detail and accuracy.
* Strong communication and interpersonal skills to effectively collaborate across teams.

**Why Join Q-mation?**

* Be part of a growing company that values innovation and excellence.
* Competitive compensation and benefits package.
* Opportunities for professional development and career advancement.

**To Apply:**
Submit your resume and cover letter to **careers@q-mation.com**

Include "Senior Accountant Application" in the subject line.

**Q-mation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**