



## Senior Accountant

We are Velan Studios, an independent game developer in Troy, NY, focused on creating ground-breaking innovative game experiences across existing and emerging platforms. We are growing rapidly and need a detail-driven individual to join our team as a Senior Accountant. The position holds responsibility for all accounting and administrative duties necessary to issue accurate, timely and comprehensive financial statements and tax returns. This includes, but is not limited to, reconciling the general ledger, billing, accounts payable, and maintaining the accounting systems. This position works directly with the CFO and is a key contributor in keeping financial processes running smoothly.

### Responsibilities/Duties:

- Organize, plan, and lead month and quarter-end financial closing in accordance with Generally Accepted Accounting Principles, including preparing journal entries, balance sheet reconciliations, and financial statements
- Ensure the timely reporting of all monthly financial information
- Manage own work flow, including proper delegation when appropriate to staff according to their experience and capabilities
- Assist with the preparation of monthly internal and external reporting packages
- Process employee expense reports and Accounts Payable (low volume)
- Reconcile credit card expenses
- Review and recommend accounting policies and processes
- Assist in preparing for annual audits, including the resolution of audit issues and providing information, as necessary
- Train and mentor other staff and provide technical advice to staff for complex accounting situations, as needed

### Requirements & Qualifications

- Bachelor's degree in accounting required
- Minimum 5 years of related accounting experience
- Proficient computer skills, including Quickbooks and Microsoft Office Suite (especially expertise with Excel)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills

### Big plusses:

- Prior experience in public accounting
- CPA

At Velan, we believe in maintaining a collaborative, diverse, and creative team environment and we're looking for new team members who have a desire to help grow our studio.

To apply for this position, send your resume to [jobs@velanstudios.com](mailto:jobs@velanstudios.com). Be sure to reference the position you're applying for in the subject line.