 Document type: Job Description	Document Number: JD043	
Job Title: Senior Staff Accountant	Revision C	Authored Date: 2021-04-20

Department: Finance

FLSA Status: **Exempt** **Non-Exempt**

Job Summary: Support the goals and objectives of the corporation through performing various accounting duties including participation in monthly close, financial reporting, management reporting, account reconciliations, and preparation & filing of sales and use taxes.

Essential Functions: Integral in the monthly close and the preparation of the monthly results for DYNEX US and related international entities. Prepare all journal entries to facilitate the monthly and year end close of DYNEX and its subsidiaries. Assist with the annual external audit including preparation of field work schedules, audit work paper documentation and financial statement preparation. Prepare monthly borrowing base calculation. Calculate sales team commissions. Reconcile cash for all bank accounts and enter bank wire/ACH transactions. Review accounts payable/cash disbursements. Regular and reliable attendance required. Additional duties as assigned.

Supervisory Responsibilities: None.


Success Factors: Ability to work independently with little direction. Dependable. Able to prioritize multiple tasks from multiple sources. Highly organized. Willing to take on a variety of tasks.

Minimum Qualifications/Education: Bachelor's Degree in Accounting and 3 to 5 years of relevant work experience required.

Computer Skills: Proficient in MS Word, Excel, PowerPoint, and Outlook. Ability to learn new computer programs quickly. Experience with ERP systems required.

Work Environment: Office.

Physical Requirements: Must be able to meet National Institute for Occupational Safety & Health (NIOSH) Standards.

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EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
 (Employee's Name - PRINT Name)

 Employee's Signature Date: _____
 YYYY-MM-DD

 Supervisor's Signature Date: _____
 YYYY-MM-DD