



Job Title: Senior Staff Accountant
Job Status: Full Time
FLSA Status: Exempt
Travel: Limited (inventory observation / plant visits as needed)
Location: Carmel, Indiana
Supervisor Title: Controller

JOB SUMMARY

SePRO Corporation is a specialty environmental products company with a mission to Protect, Preserve and Restore nature. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

The Senior Staff Accountant is responsible for maintaining and analyzing manufacturing cost data, inventory valuation, and cost of goods sold in accordance with US GAAP. This role supports month-end close, standard costing, and variance analysis, and works closely with Operations to ensure accurate financial reporting. The position will also assist with general ledger activities and provide support for accounts payable and accounts receivable functions as needed. The role requires strong analytical skills, attention to detail, and experience in a manufacturing environment, with chemical manufacturing experience preferred.

Essential Duties and Responsibilities

Cost Accounting & Manufacturing Support

- Maintain and analyze standard and actual product costs, including material, labor, and overhead.
- Perform detailed cost variance analysis and partner with Operations and Supply Chain to research and resolve variances.
- Assist with bill of material (BOM) setup, updates, and cost roll-ups within the ERP system.
- Monitor obsolete, excess, and slow-moving inventory and assist with inventory reserve calculations.
- Participate in physical inventory counts and cycle counts; investigate and resolve discrepancies.

Inventory & General Ledger Accounting

- Prepare and post journal entries related to inventory, manufacturing variances, accruals, and cost of goods sold.
- Reconcile inventory subledgers to the general ledger monthly and investigate reconciling items.
- Support general ledger maintenance, including account reconciliations and financial statement support.
- Support month-end and year-end close activities, including balance sheet reconciliations and analytical review.

Accounts Payable & Accounts Receivable Support

- Provide backup and analytical support for accounts payable activities, including invoice coding, accruals, and vendor issue resolution as needed to support continuity of operations.
- Provide backup and analytical support for accounts receivable activities, including customer account review, reconciling items, and cash application issues as needed to support continuity of operations.

Audit, Controls, & Process Improvement

- Assist with internal and external audit requests related to inventory, costing, AP, AR, and general ledger activity.
- Ensure compliance with internal controls, company policies, and US GAAP.
- Identify and recommend process improvements related to costing, inventory controls, close efficiency, and reporting.

Additional Responsibilities

- Assist with additional accounting duties and special projects as assigned.



Required Skills and Abilities

- Strong understanding of manufacturing accounting and cost accounting principles.
- Solid knowledge of inventory accounting, cost of goods sold, and general ledger processes under US GAAP.
- Ability to analyze complex financial data and explain results to non-accounting stakeholders.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Proficient in Microsoft Office Suite (Excel required) and accounting software.
- Experience working in manufacturing ERP systems; Deacom experience preferred.
- Strong written and verbal communication skills.

Education and Experience

- Bachelor's degree in Accounting or related field required, CPA a plus.
- Minimum 4–6 years of progressive accounting experience.
- Manufacturing experience required; chemical manufacturing experience strongly preferred.
- Experience with standard costing, inventory reconciliations, variance analysis, and month-end close required.
- Exposure to accounts payable and accounts receivable processes strongly preferred.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to work in manufacturing or warehouse environments as needed.
- Must be able to lift up to 15 pounds occasionally.

Competency Statements

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word. Will be expected to talk to others on the phone.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.