



Job Title: Senior Accountant

Job Overview:

We are seeking to fill a Senior Accountant position with a strong background in accounting and experience in office management. The ideal candidate will be responsible for overseeing financial activities, managing the day-to-day operations of the office, and providing coordination between accounting and administrative functions.

Responsibilities:

Financial Management:

- Assist in all aspects of financial accounting, including accounts payable, accounts receivable, and general ledger functions.
- Ensure accurate and timely financial reporting, including month-end and year-end close processes.
- Conduct regular financial analysis and provide insights to support decision-making.
- Ensure compliance with all financial and administrative regulations.
- Provide guidance and mentorship to accounting and administrative staff.
- Foster collaboration between different departments to achieve organizational goals.
- Support external auditors during yearly audit.
- Identify opportunities for process improvements in both accounting and office management functions.
- Implement best practices to enhance efficiency and effectiveness.

Office Management:

- Oversee daily office operations to ensure a productive and efficient work environment.
- Manage office supplies, equipment, and facility-related matters.
- Coordinate administrative tasks, such as scheduling, travel arrangements, and meeting logistics.

Payroll Processing:

- Supervise payroll processing activities, ensuring accuracy and compliance with relevant regulations.
- Collaborate with HR to maintain accurate employee records and address payroll-related inquiries.

Experience:

- Minimum of 2 to 5 years of experience in accounting, with a significant focus on financial management.
- Previous experience in office management or administrative roles is highly preferred.



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Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- CPA eligible or license is preferred.
- At least two years of experience with a strong emphasis on financial accounting and office management.
- Knowledge of accounting principles, financial regulations, and office administration best practices.
- Proficient in using accounting software and Microsoft Office suite.
- Strong organizational and multitasking skills.
- Effective communication and interpersonal skills.
- Startup mindset.

Location:

- This position will work onsite in our Conway, AR location.

Benefits:

- Competitive salary
- Health, dental, and vision insurance
- Retirement savings plan
- Professional development & advancement opportunities

Note: This job description is intended to convey information essential to understanding the scope of the Senior Accountant role. It is not exhaustive and may be subject to change or modification based on business needs.

About NativState – www.nativstate.com:

NativState is a forest carbon developer headquartered in Conway, AR. NativState empowers the next generation of forest stewardship. We do this through practical, scalable forest carbon development. We are a team of landowners, scientists, engineers, foresters, and land managers who recognize the need for a market-driven approach to deliver scale and economics to forest conservation.

We provide high-quality, forest-based carbon credits on behalf of small landowners in our home region – Arkansas, Louisiana, Mississippi, Tennessee, Missouri, and East Texas. Our credits are available to companies who need to meet and exceed their carbon emission reduction goals. Our credits are created and verified using the ACR IFM 2.0 methodology.

