KIMBRO OIL COMPANY

Job Title: Senior Accountant
Department: Accounting
Reports to: Accounting Manager
FLSA Status: Exempt
Date Prepared: November 9, 2026

The Senior Accountant is responsible for performing and overseeing key general ledger accounting functions, including month-end closing activities, journal entries, account reconciliations, accruals, financial reporting, and variance analysis. This position ensures the accuracy and integrity of financial records while supporting timely financial reporting and compliance with Generally Accepted Accounting Principles (GAAP).

This position works closely with the Accounting Manager, Finance leadership, and operational departments to support financial analysis, process improvements, and accounting integration associated with company growth and acquisitions. The Senior Accountant is expected to take ownership of assigned accounting responsibilities, identify discrepancies, and contribute to the continued improvement of accounting processes and internal controls.

Primary Responsibilities

- Prepares, reviews, and posts monthly journal entries, including accruals, prepaid expenses, fixed asset additions, depreciation, revenue recognition, and account reclassifications, ensuring appropriate supporting documentation.
- Performs monthly bank reconciliations for all assigned company accounts, investigating and resolving outstanding or reconciling items.
- Reconciles general ledger balance sheet accounts, including accounts receivable, inventory, fixed assets, accrued liabilities, and fuel taxes payable.
- Reviews and reconciles fuel inventory quantities and values between the general ledger, terminal statements, supplier records, and operational reporting systems.
- Assists in coordinating month-end and year-end closing activities, ensuring assigned tasks are completed accurately and within established deadlines.
- Identifies, investigates, and resolves accounting discrepancies to maintain accurate financial records.
- Prepares financial variance and fluctuation analyses for income statement and balance sheet accounts, providing explanations for significant changes.
- Supports cost accounting activities, departmental profit and loss reporting, and cost allocations across operating and administrative departments.
- Analyzes fuel margins, tank rental revenue, freight expenses, and other operational financial data to identify unusual trends or discrepancies.
- Assists with preparing financial information and supporting schedules for budgeting, forecasting, and the company's 13-week cash flow projections.

- Supports accounting integration associated with acquisitions, including chart of accounts mapping, opening balance reconciliation, and financial data conversion.
- Assists with establishing new business entities, operating locations, and customer accounts within Microsoft Dynamics and related accounting systems.
- Prepares financial schedules, reconciliations, and supporting documentation for annual audits and responds to auditor requests.
- Provides financial data, transaction details, and reconciliations to external tax providers to support indirect tax and fuel excise tax reporting.
- Ensures compliance with established accounting policies, internal controls, and applicable financial reporting requirements.
- Identifies opportunities to strengthen internal controls and recommends improvements to accounting procedures.
- Provides backup support for billing, accounts payable, and accounts receivable functions during employee absences, peak workloads, or other operational needs.
- Assists in reviewing accounting work prepared by other team members and provides guidance on accounting procedures and technical questions as needed.
- Researches and resolves historical accounting discrepancies and outstanding general ledger balances.
- Develops, documents, and maintains standard operating procedures for recurring accounting activities and reconciliations.
- Identifies and implements opportunities to improve accounting efficiency, streamline reporting, and reduce manual processes.
- Maintains confidentiality of all company, customer, vendor, and financial information.
- Demonstrates accountability, sound judgment, and adaptability in responding to changing business needs.
- Performs other duties as assigned.

Supervisory Responsibilities

N/A

This position may provide technical guidance, training, and work review assistance to other Accounting team members but does not have direct supervisory responsibilities.

Qualifications & Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's degree in Accounting, Finance, or a closely related field required.
- Two (2) to four (4) years of general ledger accounting experience in a corporate accounting or public accounting environment.

- Demonstrated experience with month-end closing activities, including journal entries, accruals, bank reconciliations, and balance sheet account reconciliations.
- Working knowledge of U.S. Generally Accepted Accounting Principles (GAAP), including revenue recognition requirements.
- Experience with fixed asset accounting, depreciation, and cost accounting.
- Strong proficiency in Microsoft Excel, including formulas, lookups, pivot tables, and preparation of financial reconciliations and supporting schedules.
- Experience with Microsoft Dynamics or a comparable enterprise resource planning (ERP) system preferred.
- Accounting experience in petroleum distribution, fuel operations, transportation, logistics, or another inventory-intensive industry preferred.
- Experience with acquisition integration, audit preparation, financial reporting, or fuel and excise tax accounting preferred.
- Familiarity with billing and accounts payable software preferred.
- Or any equivalent combination of education and experience in job-related activities.

Other Skills

- Strong understanding of general ledger accounting, financial reporting, and account reconciliation principles.
- Excellent analytical, mathematical, and problem-solving skills.
- High level of accuracy and attention to detail when preparing financial transactions, reconciliations, and reports.
- Strong organizational and time management skills with the ability to meet month-end and year-end reporting deadlines.
- Ability to independently manage assigned accounting responsibilities and follow outstanding items through resolution.
- Ability to analyze financial results, identify unusual trends, and clearly explain variances.
- Excellent written and verbal communication skills.
- Ability to communicate financial information effectively with Accounting, Operations, Sales, and company leadership.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and Outlook.
- Ability to learn and effectively utilize company accounting, billing, and financial reporting systems.
- Ability to review financial information critically and identify potential errors or inconsistencies.
- Strong initiative and ability to recommend practical improvements to accounting procedures and internal controls.
- Ability to manage multiple priorities while maintaining accuracy in a deadline-driven environment.
- Ability to work independently and collaboratively with employees across multiple departments.
- Ability to provide guidance and assistance to other Accounting team members.
- Ability to exercise sound judgment and maintain confidentiality of sensitive financial and company information.
- Demonstrates accountability, adaptability, and a willingness to take on additional responsibilities as the company grows.

Work Environment & Physical Requirements

- Position is primarily performed in a professional office environment.
- Regular use of computers, telephones, printers, and other standard office equipment.
- Work involves frequent computer use, financial data analysis, and review of detailed accounting records and reports.
- Regularly required to sit, talk, hear, and use hands and fingers for typing and operating office equipment.
- Requires repetitive hand and wrist movements associated with computer and accounting system use.
- Occasionally required to stand, walk, bend, reach, and lift or move office materials weighing up to 20 pounds.
- Must be able to maintain concentration and accuracy while reviewing complex financial information and performing detailed reconciliations.
- Position requires the ability to manage multiple deadlines, frequent interruptions, and changing business priorities.
- Regular work schedule is Monday through Friday, with additional hours occasionally required during month-end closing, year-end reporting, audits, and other business needs.
- Must follow all applicable company policies and workplace safety procedures.

Notice & Disclaimer

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive, all-inclusive list of all responsibilities, duties, and skills required for the position. Requirements are representative of the minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.