



# Are Your Skills As a Senior Accountant Adding Up?

by: Jennifer C. Zamecki



*The Senior Accountant of an organization should possess a list of key skills and personal characteristics needed for the job, Well-Run Concepts understands these areas and have done the research. Let's explore what the key attributes, motivators and behaviors would look like for a quality Senior Accountant that adds up, and adds value to an organization.*

Whether you are searching for your next hire or a new career, Well-Run Concepts used a comprehensive, validated, step-by-step Job Matching system to determine what is needed for top performance.

Attributes tells us if an individual can do the job by looking at what personal skills or competencies are needed in the job of Senior Accountant.

The Top Seven Attributes are:

## Self Management

Demonstrating self control and an ability to manage time and priorities is of great importance for an independent Senior Accountant.

- Effectively manages emotions and impulses.
- Effectively manages time and priorities to meet deadlines.
- Presents self assertively.
- Demonstrates an ability to maintain composure in the midst of crisis.
- Balances personal and professional life.
- Takes initiative and acts without waiting for direction.

## Planning/Organizing

Utilizing logical, systematic and orderly procedures to meet objectives is an attribute of a prized Senior Accountant.

- Works effectively within established time frames.

- Utilizes logical, practical and efficient approaches.
- Develops contingency plans to minimize waste, error and risk.
- Allocates, adjusts and manages resources according to priorities.
- Monitors implementation of plans and makes adjustments as needed.

## Teamwork

Working effectively and productively with others is top priority to an Senior Accountant.

- Respects team members and their individual perspectives.
- Makes team mission and objectives a priority.
- Works toward consensus when team decisions are required.
- Meets agreed-upon deadlines on team assignments and commitments.
- Responds positively to feedback from team members.
- Raises and/or confronts issues limiting team effectiveness.

## Goal Achievement

A blue ribbon Senior Accountant is energetically focusing their efforts on meeting a goal, mission or objective.

- Expends the necessary time and effort to achieve goals.
- Recognizes and acts on opportunities to advance progress towards meeting goals.
- Establishes and works toward ambitious and challenging goals.
- Acts with a sense of urgency to achieve goals.
- Demonstrates persistence in overcoming obstacles to meet objectives.
- Takes calculated risks to achieve results.

## Personal Accountability

A trustworthy Senior Accountant has the capacity to be answerable for personal actions.

- Avoid placing unnecessary blame on others.
- Maintain personal commitment to objectives regardless of the success or failure of personal decisions.
- Apply personal lessons learned from past failures to move forward

in achieving future successes.

## Problem Solving

Anticipating, analyzing, diagnosing and resolving problems is second nature for a adept and strong Senior Accountant.

- Anticipates, identifies and resolves problems or obstacles.
- Utilizes logic and systematic processes to analyze and solve problems.
- Defines the causes, effects, impact and scope of problems.
- Identifies the multiple components of problems and their relationships.
- Develops criteria for optimum solutions.

## Self Starting Ability

A resilient Senior Accountant has the ability to find one's own motivation for accomplishing a task, and will maintain that course in the face of adversity.

- They are focused and persistent in their goals.
- Adept at synchronizing their internal drivers (e.g., level of initiative, persistence, goal focus, etc.)
- Can direct these combined abilities toward a common goal or task.
- They are also capable of marshalling these strengths on their own without much external supervision or motivation.



## About the Author

Jennifer C. Zamecki is the Founder and President of Well-Run Concepts, a Human Resource Consulting Firm, founded in 1997.

*"Job Matching & Developing Top Talent"*

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Workplace motivators make up the next critical success factor needed, which tells us why an individual will do the job or, in other words, what rewards and cultures are they seeking on the job.



The Top Three Motivators for an Senior Accountant are:

- 1. Traditional/Regulatory** Rewards those who value traditions inherent in social structure, rules, regulations and principles.
- 2. Utilitarian** Rewards those who value practical accomplishments, results and rewards for their investments of time, resources and energy.
- 3. Theoretical** Rewards those who value knowledge for knowledge's sake, continuing education and intellectual growth.

Behaviors tell us how an individual will perform the job. We analyzed which of the behaviors an individual should possess to perform well in the job of Senior Accountant. This is very important information to know in understanding communication styles.

The Top Three Behaviors for a Senior Accountant are:

- 1. Organized Workplace**  
The job's success depends on systems and procedures. Its successful performance is tied to careful organization of activities, tasks and projects that require accuracy. Record keeping and planning are essential components of the job.
- 2. Analysis Of Data**  
The job deals with a large number of details. It requires that details, data and facts are analyzed and challenged prior to making decisions and that important decision-making data is maintained accurately for repeated examination is required.
- 3. Customer Oriented**  
The job demands a positive and constructive view of working with others. There will be a high percentage of time spent in listening to, understanding and successfully working with a wide range of people from diverse backgrounds to achieve "win-win" outcomes.

Now that we have a clear picture of what the Senior Accountant job looks like, I would like to ask you this...

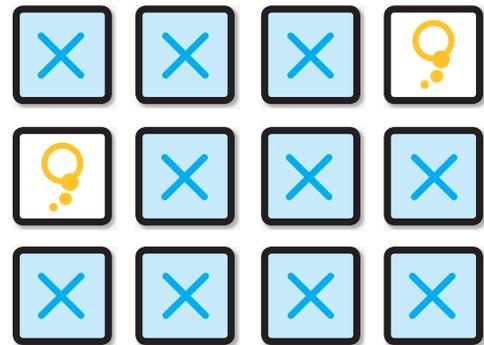
- If you are the Senior Accountant, do you have these critical success factors mastered? If not, what's your plan to develop them?
- If you are a company, how are you currently measuring the talent in your Finance and Accounting Department today?
- Do they have the named attributes, motivators and behaviors?
- If so, great! You are ahead of the competition!
- If not, how will you develop them or better yet, select talent that already has it?

**Here are a few suggestions to get you started: If you want to know for sure, then run a Talent Assessment on yourself or your staff. Then match the results to the benchmark of the Senior Accountant job in this article.**

Better yet you can run your own customized benchmark for your unique organization and culture.

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### Well-Run Concepts Job Matching and Developing Top Talent!



Job Matching is NOT a game!



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