

## Accounting Manager

Piconics Inc, a micro-electronics manufacturing company, is seeking a talented, highly motivated individual to join our team as an Accounting Manager. This individual will be responsible for all areas related to the accounting department and financial reporting. The Accounting Manager reports directly to the Vice President of Operations. This is a full time (40 Hours per week Monday through Friday) first shift position.

### Job Responsibilities/Duties:

- Developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements and reports.
- Enhance existing systems and procedures to streamline accounting processes.
- Processing Accounts Receivable and payable.
- Processing payroll.
- Maintaining the General Ledger.
- Ensure timely reporting of all monthly financial information.
- Ensure an accurate and timely month and year end close.
- Maintaining the employee benefits system (401K, Insurance, etc.).
- Support budget, product costing and forecasting activities.
- Maintain compliance with regulatory agencies.
- Ensure a timely and clean year-end audit.
- Research and reconcile financial discrepancies.
- Perform other accounting and financial related duties as directed by management.

### Required Qualifications/ Experience:

- B.S. degree in accounting.
- CPA certification a plus.
- Minimum of 5 years' experience in an Accounting Manager or equivalent role.
- Experience with Microsoft Dynamics GP is a must.
- Strong computer skills and proficiency with Microsoft Office.
- Highly organized with the ability to multitask, work with minimal supervision and verbal instruction.
- Have a pleasant and professional demeanor.
- Strong verbal and written communication skills.
- Strong organizational and analytical skills.
- Ability to maintain good working relationships with vendors, customers, and fellow employees.

### Benefit of working for Piconics:

Piconics is an equal opportunity employer with great benefits for full-time employees. Benefits include an excellent health and dental plan, 401K, Short- & Long-Term Disability, Life and AD&D Insurance and Paid Time Off.

Please submit resumes to [jobs@piconics.com](mailto:jobs@piconics.com)

