

Position Specification

Staff Accountant SLPE Ventura, CA

POSITION SPECIFICATION

POSITION TITLE: Staff Accountant
COMPANY: SL Power Electronics Corp. [SLPE]
POSITION LOCATION: Ventura, CA
REPORTS TO: US Controller
DIRECT REPORTS: None
DOTTED LINE REPORTS: None

OVERVIEW:

Under general direction of the US Controller, the Staff Accountant position will work closely with our AP/AR staff, Senior Accountants and operations personnel performing day-to-day accounting activities, with focus on Account Receivables/Payables.

ESSENTIAL FUNCTIONS:

- Work with collections to reconcile customer's refunds, returned checks and bad debt.
- Work with collections, inside sales and QC reconciling ship/debit and RMA.
- Reconcile cash receipts on weekly basis, and clean up the aging on a timely basis.
- Work with collections for weekly cash flow receipt forecast.
- Maintain/monitor customers credit limit.
- Work with AP to clean up GRNI (Goods received not invoiced).
- Support AP on payment forecast activities.
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank, AP and AR.
- Perform journal entries at month-end for AP and AR areas.
- Assist Senior Accountant for annual audit.
- P-Card reconciliation.
- Other duties as assigned.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Bachelors Degree in accounting or related field required.
- Position requires 5+ years accounting experience in manufacturing organizations.
- Strong understanding of GAAP and internal controls requirements.
- Strong MS – office skills – particularly strong in Excel.
- Ability to learn enterprise systems quickly with limited guidance.
- Exceptional verbal and written communication skills, organizational abilities, and proven analytical skills and attention to detail.
- The ability to maintain personable working relationships with all internal and external customers.
- Demonstrated ability to work effectively with cross-departmental teams.
- Strong work ethic and sense of responsibility.

- A self-starter, able to manage multiple tasks at once and the ability to work with minimal direction.
- Must be highly motivated and flexible in order to work effectively in a fast-paced environment.
- Flexible to extended working hours per business requirements.
- Microsoft AX Dynamics is plus.