

**Job Title: General Ledger**  
**Department: Finance**  
**Reports To: CFO**  
**FSLA Status: Non- Exempt**  
**Hours: 40 hrs/week**  
**Pay: \$15 - \$17/HR**

### **Job Description**

We seek a general ledger accountant to assist the CFO with general ledger reconciliations, bank reconciliations, and budget maintenance. The duties and responsibilities of this position require not only a knack for numbers, but also attention to detail and well-developed organizational skills.

### **Description:**

In this role, you'll be utilizing your technical accounting expertise to provide the following support:

- Month-end, quarter-end and year-end closing
- Monthly expense variance analysis
- Ensure accuracy of financial statements in accordance with GAAP and compliance to internal policies
- Manage Fixed Assets
- Balance sheet accounts reconciliations
- Property, sales and use tax and franchise tax returns
- Interface with management in various departments, including engineering, sales operations, IT and legal.

### **Qualifications and Experience:**

- Bachelor's degree in Accounting or strong accounting skills with experience in general ledger.
- Strong technical accounting background.
- Strong Excel and database skills, Access experience preferred
- Strong analytical and problem solving skills
- Strong organizational skills
- Team player and have ability to work independently
- Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout Company organization

Valid Driver's license, clean criminal background check (no felonies for fraud, embezzlement or crimes of moral turpitude). Must submit to and pass a pre-employment drug test. Indian preference given to qualified applicants.