

Visibility Delivered.

We are an internationally operating company developing and distributing modern RFID solutions for logistics. Our solutions have made us one of the leading companies in this area. In order to expand our team we are looking for

Accounting Manager

The Accounting Manager is responsible for the management and control of all business, financial accounting, and budgeting operations. With the CEO, this position manages the financial resources, operating budget, accounting systems, cash management and insurance. Specifically he/she has responsibility for overall budget management, providing direct support for development, operations, human resources, managing accounts payable, accounts receivable, payroll and bank deposits.

DUTIES

- Responsible for the total accounting of funds of the corporation including, but not limited to receipts, control & disbursement of funds; accounts receivable and payable and payroll services.
- Develops, implements and evaluates policies & procedures relate to fiscal operation and activities. Revise existing the chart of accounts to develop a more accurate reporting and tracking structure.
- With the CEO, plan, development and help to compile operating & capital budget. Monitor actual fiscal performance in relation to budget and analyzes and recommends adjustments as necessary.
- Prepares financial, statistical and descriptive reports; ensures compliance with Federal, State and other reporting requirements. Interprets and administers state & local regulations & policies.
- Coordinates and provides support for the annual audit & review
- Maintain insurance programs designed to provide approximate protection at reasonable cost.
- Audits departmental accounting data, identifies and corrects errors, identifies and computes accruals, applies accounting principles to transactions and recommends revisions in departmental accounting procedures to ensure conformance with applicable statutes, laws, and General Accepted Accounting Principles.
- Designs internal control systems for all departments to ensure the safeguarding of assets.
- Prepares the Comprehensive Monthly Financial Report and the preparation of supporting statistical schedules, which is used for internal analyses.
- Maintains the fixed asset inventory system by supervising the recording of all items in the inventory, maintaining pertinent records and ensuring adequate treatment of fixed asset acquisitions and retirements.
- Performs special accounting studies.
- Oversee and perform all Accounts Receivable & Accounts Payable functions. Includes maintaining payable records, assigning purchase orders, entering vendor invoices and staff check request. Prepare & distribute payments to vendors and staff.
- Prepare bank deposits and process credit card transactions.
- Filing, general clerical duties, as it pertains to the finance department.

YOUR PROFILE

- Requires a bachelor's degree in a related area and at least 7 years of experience in the field.
- Designation of CPA may be required.
- Relies on experience and judgment to plan and accomplish goals.
- Familiar with a variety of concepts, practices, and procedures.
- Able to perform a variety of tasks.

If you are interested in these vacancies, please send your letter of application to: