

Title: Accountant

FLSA Status: Full-Time Employee /-Exempt /

Reports to: Office Manager USA

Purpose: The Accountant is responsible for general accounting responsibilities and inventory management. Position implements accounting practices and policies to ensure a consistent and timely monthly close including; general accounting, AP, payroll, purchasing and cash management.

Essential Job Duties and Responsibilities:

- Manage accounting operations on local and Swiss GAAP basis.
- Manage AP and AR incl. authorization of payments.
- Post expenses, charge card transactions and monthly reconciliations.
- Responsible for journal entries as needed.
- Perform month end closing.
- Find efficiencies in general operating functions and report them to Controller for review.
- VAT management (quarterly report)
- Sales Tax filings per state
- Federal tax returns

Other Duties:

- Back-up for the local office manager and order handling
- Other duties and special projects as assigned
- Assists with annual audit/review facilitation
- Assists with Financial Reporting
- Assists with Financial Forecasting, Budgeting

Knowledge, Skills and Experience required (unless otherwise noted):

- Advanced training in accounting
- CPA degree preferred
- Experience and knowledge of accounting principles and related management reporting
- Basic spreadsheet and business modeling skills
- Good financial acumen and good understanding of GAAP, budgeting and financial systems
- Able to work independently
- Inventory management experience
- Cross functional interaction/coordination
- Business conscientious
- Sparring partner for local office manager
- Proven ability to identify problems, implement solutions and effectively drive change.
- Basic computer skills including proficiency in MS Office applications including Word, Excel, PowerPoint, Email and basic internet usage.

Job Duties Specific Breakdown:

Accounts Receivable

Send out invoices to customers

Charge credit cards

Send out invoice and receipts to customer via email or mail as needed

Apply received payments as checks

Apply received payments as ACH

Maintain up to date AR log of open invoices

Reconcile with VP of Operations/Support the open RGA invoices that are outstanding

Accounts Payable

Enter all supplier invoices and credit notes

Process Supplier payments via check, wire, EFT minimum twice per month.

Post all payments

Accounting Duties

Manage expense reports for Sales team

Manage expense reports for Support team

Review and properly post and pay credit cards

Maintain Checkbook

Monthly closure - local

Monthly Closure - Financial reporting for Swiss

General Ledger postings, entries and balance

Balance Sheet

Various States Sales Tax processing

General Duties

Backup for Admin – order handling and processing

Assist in Localization of new IFS System

Any other tasks assigned as needed to assist VP of Operations in maintaining daily work flow and processing.