



Job Description

Position Title: Staff Accountant
(Full Charge Bookkeeper)

updated: April 23, 2018

Position Summary:

ALZETA Corporation, a leading manufacturer of advanced combustion and gas treatment equipment, is searching for a qualified Staff Accountant. Motivated candidates will have strong technical skills, proven accounting-software skills, MSOffice skills, and excellent communications skills.

Duties and Responsibilities:

- This position performs combined A/P, C/M, A/R, G/L, I/C, J/C accounting functions in a low-transaction/volume environment
- This position may be supervisory in nature
- Maintains all accounting records in an accurate & orderly manner
- Processes vendor invoices and payments to A/P and Job Cost systems
- Processes customer invoices and receipts to A/R and Cash Management systems
- Processes all monthly G/L entries, Job Cost transfers, and Inventory transfers
- Reconciles monthly bank statements and G/L accounts as required
- Processes semi-monthly payroll and distributes labor costs to various jobs
- Prepares and archives monthly accounting system reports
- Follows up with customers and vendors to ensure timely payment transfers
- Prepares quarterly sales and use tax returns
- Maintains W-9 records, Fixed Asset log
- Assists outside auditors as the need arises
- Researches accounting data for managers / staff as needed
- May assist with light phones
- Effectively performs duties in a timely fashion meeting schedules and budgets

Degree(s) Required: AA or AS in Accounting (or commensurate experience)

Experience Required:

- At least 5 years prior experience in an accounting office setting
- Candidates with additional experience will be considered
- Computer software experience with MS Excel, MS Word, MS Outlook
- Experience with accounting software (e.g. SAGE Business Works, etc)
- Excellent oral, written, and interpersonal communication skills required

Reports To: Chief Financial Officer

Salary Range: Commensurate with experience and qualifications.

Facility Location: Santa Clara, California 95054