

## Entry Level – Staff Accountant

VJ X-Ray LLC is the global leader in developing and manufacturing integrated x-ray sources and high voltage generators. Our mission is to be uncompromising in pushing the boundaries of component design and manufacturing for every OEM partner.

This dynamic, Entry Level Staff Accountant position is responsible for the accurate processing and reporting of financial transactions. Responsibilities will include bank reconciliations, accounts receivable, accounts payable, billing, inventory, monthly reporting, and other finance related tasks.

### Job Description

- Ensure all aspects of Accounts Receivable are processed in a timely manner and tracked until payment is received. This includes generating and distributing invoices, interacting with customers or vendors validating payments against invoices, processing payments and conducting Accounts Receivable calls.
- Review Accounts Payable activities to ensure accurate and timely processing. Provide support and back-up as required.
- Assist in the daily reconciliation of general and subsidiary bank accounts by gathering and balancing information
- Conduct weekly Good received not invoiced (GRNI) analysis
- Prepare and maintain various accounting reports (e.g. AR, AP GRNI and cash flow Projection reports) on a bi-weekly basis
- Responsible for monthly intercompany billing and account reconciliation
- Assist in maintaining financial records for multiple locations domestically and internationally
- Work with fellow employees, vendors and customers to resolve any problems or discrepancies to ensure positive cash flow
- Collaborate with Purchasing, Sales and Inventory Control Departments
- Support management by following policies and procedures while complying with federal, state and local financial legal requirements
- Special projects as assigned

### Essential Skills

- Ideal candidate will have up to 2 years of accounting experience in a manufacturing or corporate environment
- BA in Accounting, or other relevant finance degree
- Familiarity with an ERP, MRP or other Accounting System
- Knowledgeable on basic accounting techniques, corporate financial accounting regulations and procedures
- Proficiency in Microsoft Office Suite
- Intermediate knowledge in Excel

- Excellent interpersonal and communication skills with the ability to interface effectively with vendors, customers and all levels of management
- Analytic ability with strict attention to detail
- Ability to multi-task, prioritize and anticipate work needs in a fast-paced environment with emphasis on quality, accuracy and timeliness

### **Non-Essential Skills**

- Previous experience supporting multiple locations domestically and internationally
- Prior bank reconciliation experience in a multi-account environment
- The ability to communicate in Chinese
- Prior experience with Global Shop Solutions

### **Physical Demands and Mental Demands:**

- Regularly required to sit, walk, bend, stoop and stand
- Will need to repeatedly use hands & fingers to operate basic office equipment
- Expected to effectively communicate in person, on phone and via email and other electronic devices on a continual and repetitive basis
- Responsibilities could require lifting, or moving materials up to 50 pounds alone and heavier with assistance
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Must be able to fulfill essential job functions in a consistent state of alertness and safe manner.
- On a regular basis, will be required to:
  - use written and oral communication skills
  - read and interpret data, information and documents
  - analyze and solve non-routine and complex office administrative problems
  - be creative, make judgements, use reasoning and make decisions
  - observe and interpret situations
  - learn and apply new information or skills
  - perform detailed work on multiple, concurrent tasks
  - work under intensive deadlines with frequent interruptions
  - interact with internal and external customers holding positions from a wide array of disciplines and organizational hierarchy levels
- May need to communicate and effectively manage dissatisfied or frustrated customers and/or interface with difficult/demanding individuals.

*This job description is not all inclusive and is subject to change at any time. VJX-Ray LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The company takes affirmative action to ensure that applicants and employees are treated during the application process and post hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated.*