

Position Title: Senior GL Accountant
Position Location: Salt Lake City, UT
Easy Apply: <http://bit.ly/SLCaccountant>

Position Summary: PDF is seeking an experienced **Senior GL Accountant** to join the Accounting and Finance team, who is responsible for transactional accounting, including general ledger close, cash management, fixed assets, payroll, accounts payable, accounts receivable, and intercompany reconciliation. The Senior Accountant is an organized and highly motivated team player with strong initiative and communication skills, a strong understanding of Generally Accepted Accounting Principles ("GAAP"), and the ability to independently apply GAAP to standard and moderately-complex business transactions.

Responsibilities

- Ensures PDF's general ledger, fixed asset, payroll, accounts receivable, accounts payable, inventory and intercompany reconciliation systems and routines operate effectively and efficiently.
- Professionally interfaces both inter-departmental and cross-functionally
- Performs monthly and quarterly financial close activities .
- Prepares journal entries that provide the basis for accurate financial results.
- Performs balance sheet reconciliations, ensuring transactions are reported properly
- Maintains fixed assets sub ledger and prepares monthly additions, disposals and depreciation journal entries, along with assigning fixed asset tags..
- Executes the daily cash management activities
- Works on cash forecasting and cash flow requirements
- Works on local and regulatory tax reporting and filings.
- Analyzes balance sheet and income statement account fluctuations over multiple periods.
- Processes Travel Expenses and Performs audit of monthly travel and expense accounts.
- Establishes new controls and procedures as needed to enhance accounting control environment.
- Ensures that financial reporting requirements, and internal deadlines and criteria are met.
- Ensures compliance with PDF's Standard Practice Instructions, Sarbanes Oxley internal controls, and FCPA.
- Other projects and duties as assigned

Qualifications and Skills

- Bachelor's degree in Accounting required.
- CPA preferred
- Minimum 5 years of experience in an accounting role, including month and quarter close activities, required.
- Working knowledge of NetSuite
- Knowledge of finance and accounting principles, including Generally Accepted Accounting Principles, in a manufacturing environment
- Knowledge of automated financial and accounting reporting systems and experience streamlining reporting for more efficient and effective results.
- Experience with portal invoice entry
- Strong professional written and verbal communication skills
- Excellent hands-on experience using Excel (filters, formulas, sorting, pivot tables, etc) a plus
- Strong professional written and verbal communication skills
- Works Collaboratively and cooperatively in a team environment
- Public audit experience ("Big 4") a plus
- Comfortable with fast-paced environment and with shifting priorities