

Accounting Manager

Piconics Inc., a microelectronic inductor manufacturer located in Tyngsboro, MA, is seeking a highly motivated individual to join our team as an Accounting Manager. This individual will be responsible for all areas relating to the accounting department and financial reporting. The Accounting Manager reports directly to the V.P of Operations.

Responsibilities/Duties:

- Developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements and reports.
- Processing Accounts Receivable and Payable.
- Processing Payroll.
- Maintaining the General Ledger.
- Ensure timely reporting of all monthly financial information.
- Ensure an accurate and timely month, quarter and year end close.
- Maintaining the employee benefits system (401K, Insurance, Etc.).
- Support budget and forecasting activities.
- Maintain compliance with regulatory agencies.
- Ensure a timely and clean year-end audit
- Research and reconcile financial discrepancies.
- Respond to management with financial results, special reporting requests and the like
- Perform other accounting and financial related duties as directed by management.

Qualifications:

- B.S degree in Accounting
- CPA certification is a plus.
- Minimum of 5 years' experience in an Accounting Manager or equivalent role.
- Strong computer skills
- Proficient with Microsoft Office
- Experience with Microsoft Dynamics, Crystal Reports & Time Trak Software is a plus.
- Have a pleasant and professional demeanor.
- Strong verbal and written communications skills
- Strong organizational and analytical skills
- Ability to maintain good working relationships with vendors, customers and fellow employees.
- Ability to multitask, work with minimal supervision and from verbal instructions.

Benefit of Working for Piconics:

Piconics is an equal opportunity employer with great benefits for full time employees. Benefits include an excellent health and dental plan, 401K, Short & Long Term Disability, Life and AD&D Insurance and Paid Time Off. In addition, Piconics is a family oriented company understanding the flexibility needs of working moms and dads.

Please Submit Resume to: Jobs@piconics.com