



Job Title: Contract Accounting Manager

Position Location: Intematix Corporate Headquarters, Fremont, CA

Reports to: Corporate Controller

General Purpose/Objective:

Contract Position for Leave of Absence for 4-5 months

Manages the development, implementation and/or maintenance of one or more accounting systems: Journal entries, General Ledger, Accounts Receivables, Accounts Payable, Revenue Reconciliation, Cash Flows, etc. in accordance with GAAP policies and procedures. Designs operational procedures and processes that meet audit standards and improve efficiency. Ensures integration of data produced into systems and supports objectives of financial analysts. Ensures the accurate compilation, analysis and reporting of accounting data and revenue. Participates in annual audits and special projects, and help with various consolidation functions.

Essential Duties and Responsibilities:

- Manage Staff Accountant and A/P Specialist.
- Review, audit and maintenance of monthly journal entries and other supporting documents required for verification of accounting data.
- All necessary accounting entries required to capture the transactions and economic events of the entity in accordance with US-GAAP.
- Review, audit and maintenance of the entity accounting software (Microsoft AX) to ensure accurate, compliant, and consistent financial data.
- Developing and implementing a consistent and thorough month-end, quarter and year-end closing process such that appropriate cutoff dates are met and the financial statements can be prepared in a timely manner.
- Assure that the physical assets and physical records of the entity are organized and properly identified.
- Manage and help with various tax issues, including: Income tax, property tax, sales and user tax, etc.
- Help with auditing issues.
- Assist with and/or manage the preparation of the monthly reporting package, Board presentations, ad-hoc report and project. And help with various corporate consolidation, tax, reporting projects.
- In conjunction with Operations, manage to develop and maintain consistent and accurate standard cost accounting models that provide detailed cost data for the products and services of the entity and the examination and analysis of and analysis of standard/project cost variances.
- Assist with and/or manage initiatives to control and reduce costs.



- Assure that the physical assets and physical records of the entity are organized and properly identified.
- Establishment and implementation of the necessary internal controls to assure the consistent, timely and accurate collection of the necessary data required to meet the above objectives.
- Proficient in English a must.

Required Qualifications:

- Bachelor Degree or Masters Degree in Accounting
- 6 to 10 years of related accounting experience (CPA preferred)
- 2+ years public manufacture company experience is strongly preferred
- Big 4 experience is strongly preferred
- 2+ years supervisor experience is preferred
- Comfortable knowledge of GAAP and ability to apply this knowledge in a variety of situations
- Professional in ERP system, Microsoft AX is preferred
- Multiple entities consolidation a plus
- Proficient in Microsoft Office
- Excellent written and verbal communication skills

Principals only! Send resumes to: Jobs@intematix.com