



Job Title: General Ledger Accountant

Position Location: Intematix Corporate Headquarters, Fremont, CA

Reports to: Intematix Accounting Manager

General Purpose/Objectives:

The purpose is to prepare timely financial statements and to perform AR collections activities in a timely manner.

Essential Duties and Responsibilities:

- Support month-end, quarter-end and year-end accounting close. Prepare financial statements and management reports and other financial analysis as required.
- Reconcile balance sheet accounts and analyze account activities, investigate and resolve necessary items.
- Calculate sales commission, assist in revenue recognition.
- Prepare journal entries and accruals to ensure accounts are properly stated.
- Prepare prepaid amortization journal entries and maintain amortization schedule
- Assist in preparation of schedules and reports in support of annual audit.
- Prepare bank reconciliations.
- Ad hoc projects as assigned.
- Analyze accounts receivable information to determine priority of collection activities for the purpose of maximizing cash flows, minimizing AR delinquency and improving DSO.
- Perform AR collections activities including send out monthly AR statement to all customers.
- Assist customers with account reconciliations if needed.
- Work with Customer Service to research and resolve customer disputes and deductions.
- Make process improvement recommendations to management and drive process improvement initiatives.
- Maintain positive relationships with customers.
- Actively involved in improving the AR collection process of the international entities.

Required Qualifications:

- BS in Accounting/Finance/Business.
- 3+ years experience in accounting.
- Strong understanding of U.S. GAAP.
- Ability to prioritize collection activities to minimize portfolio delinquency and improve DSO.
- Ability to establish and maintain effective business partnering relationships with customers.
- Knowledge of an ERP system, preferably Microsoft AX Dynamics.
- Must be team oriented and possess a "can do" attitude.
- Self starter with ability to multi-task, work with flexibility, and meet deadlines.

Please submit resumes to jobs@intematix.com.