

Account Manager

Job Title:	Accounting Assistant	Position Type	Full-Time
Location:	Carlsbad, CA	Travel Required:	No
Resumes Accepted By:			
Fax or E-mail: (760) 741-7269 or careers@automationgt.com Please include [Accounting Assistant] in the subject line.			
About Automation GT			

Automation GT seeks a full-time employee who can perform a range of accounting and purchasing duties split between Accounts Receivable, Accounts Payable, Payroll, Purchasing, and general office administration. This individual needs to be proficient in QuickBooks and MS Dynamics Navision or similar ERP system.

Founded in 2002 in Southern California, Automation GT is an innovative company focused on the design and construction of custom automated machinery and systems. We employ professionals with a range of skills and qualifications, which allows us to approach every aspect of machine design, engineering, assembly, customer service, marketing, and sales on an in-house basis.

We have done extensive work in the design and manufacture of automation machinery for the biotechnology, life science, pharmaceutical, and medical device industries. However, we do not limit ourselves to any particular project type, and are interested in all applications of advanced automation technology.

At Automation GT, we hold three core values as the heart of our company culture:

- We are committed to making decisions based on data and the scientific method.
- We are committed to prioritizing customer satisfaction in all that we do, which often involves thinking ahead and anticipating what they will need.
- We are committed to ensuring the job satisfaction of our employees and will work with you to ensure that you are finding plenty of opportunities to grow and find fulfillment.

We offer staff members a compelling package, which includes competitive base pay and bonus opportunities, superior benefits, an outstanding work environment, and opportunities for career development. Through these comprehensive offerings, every individual has the chance to achieve significant growth, both financially and professionally.

Job Description**Office Administration**

- General office administration duties
- Receives and distributes mail and office supplies
- Maintain the company scanning and filing system
- Effectively answer and handle incoming calls and e-mails as well as greet and direct visitors
- Schedule and coordinate all aspects of regular staff meetings
- Plan and reconcile executive travel, expenses, and company events
- Maintain company online resource calendar
- Be responsible for company credit card purchases and reporting

Accounts Receivable

- Manage all new client engagement and approval of paperwork (this may include credit applications and credit references, NDAs)
- Set up new customers
- Utilize QuickBooks to generate jobs, sale orders, and invoices
- Build customer job proposal and email to customer
- Update monthly cost reports from timesheets
- Post payments to customer accounts
- Deposit checks for multiple accounts
- Reconciliation of bank and credit card statements
- Reconcile bank receipts and deposits
- Send bills and past-due notices to customers
- Prepare reports on delinquent accounts and customer payment profiles
- Process sales tax

Accounts Payable

- Create and maintain vendor files
- 1099 set-up, and W-9 and year-end processing,
- Assist with inventory assembly set-up
- Ensure all incoming invoices are accurate
- Pay bills for multiple accounts
- Ensure all payments are made on time and in accordance with company policy
- Resolve payment discrepancies and disputes on behalf of the company
- Update and maintain records of expenditures
- Process payments for company credit cards
- Maintain accurate records on credit notes for returns on parts purchased

Purchasing

- Provide back-up support for purchasing
- Track open purchase orders for on-time delivery
- Create and update job Bill of Materials (BOM)
- Prepare and issue purchase orders
- Research invoice discrepancies
- Maintain assembly inventory

Reporting

- Analyze financial records for accuracy
- Preparation of monthly reports (financial and others)
- Weekly reporting to management on current financial position
- Prepare accounting transactions and documents and prepare special reports for management
- Capital/asset reporting

Payroll

- Perform all activities necessary to process payroll on a bi-weekly basis (which may include collecting and verifying timesheets and PTO requests)
- Maintain related records, file tax reports and voluntary deduction reports, and process involuntary deductions such as levies and garnishments
- Conduct necessary payroll auditing to ensure accuracy
- Handle expense reports (checking, submitting for approval, entering into QuickBooks, filing)

Experience, Skills & Education

- 3-5 years of payroll experience
- CPP designation preferred
- Must have experience processing payroll using QuickBooks/Intuit
- Bachelor's degree is preferred with coursework in Accounting and Finance
- Must be highly organized, proficient with all Microsoft Office products (i.e. Excel, Word, Outlook etc.) as well as QuickBooks
- Demonstrated ERP experience
- Must have excellent communication skills with the ability to display a high degree of professionalism and confidentiality