



Job Profile

POSITION: Accountant
REPORTS TO: Controller
REVISED: November 2016

PRIMARY FOCUS

The entry to intermediate level Accountant will be responsible for assisting in managing the accounting and financial reporting activities for Everlight Americas, Inc. The position requires extensive knowledge of basic accounting principles and accounting functions. The Accountant will take an active role in monthly closings, and preparation of various financial forms, reports and financial analyses, etc. This position will oversee general ledger entries, banking activities, bank reconciliations, accounts payable, fixed assets, and accounts receivable tasks. The Accountant will be heavily involved in the annual financial audit and be required to perform ad-hoc projects and general office support tasks when necessary. These responsibilities and tasks will be coordinated with and supervised by the Controller of, Everlight Americas, Inc.

The ideal candidate will have a strong background in accounting and finance with the right mix of technical accounting, general ledger accounting, financial analysis, and communication skills to enable him/her to contribute in a broad range of finance functions. He/She will be a bright self-starter and team player who is detail-oriented.

POSITION ACCOUNTABILITIES

1. Perform accounting activities including journal entries, general ledger accounting, monthly account reconciliations, annual cost reconciliations (i.e. tax, insurance), review of intercompany accounts, collection of aged items, etc.
2. Posts customer payments by recording cash, checks, and credit card transactions.
3. Posts revenues by verifying and entering transactions from lock box and local deposits.
4. Updates receivables by totaling unpaid invoices.
5. Maintains records by microfilming invoices, debits, and credits.
6. Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
7. Resolves valid or authorized deductions by entering adjusting entries.
8. Resolves invalid or unauthorized deductions by following pending deductions procedures.
9. Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
10. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
11. Protects organization's value by keeping information confidential.
12. Updates job knowledge by participating in educational opportunities.
13. Accomplishes accounting and organization mission by completing related results as needed.
14. Assist with preparation of financial statements, and management reports on a monthly, quarterly and annual basis, coordinating distribution of final reports complete with variance explanations to upper management.
15. Process recurring activities including month-end/year-end closings, reconciliations, ad hoc financial reporting, revenue recognition, etc.



16. Assist with completion of annual financial statement audits and preparation of supporting schedules and audit reports, acting as liaison with auditors to ensure efficiency during audit.
17. Communicate and work directly with various business managers and staff to ensure useful and timely reporting of financial information.
18. Respond to external and internal inquiries on a timely and accurate basis.
19. Prepare, assist or partake in event settlements as required
20. Compile and send 'outstanding checks' list to Controller
21. Prepare weekly bank report for headquarters in Taiwan (HQ)
22. Direct subordinate's workflow
23. Other special projects as required

SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the company.

- Perform monthly general ledger closings.
- Input standard journal entries, reclassifications and accruals to general ledger.
- Prepare various account and cost reconciliations, financial reports, and analyses.
- Maintain entity and departmental accounting policies and procedures, and develop and implement improved accounting policies and procedures.
- Provide suggestions to management and supervisor on ways to implement efficiencies with daily processing and reporting activities.
- Assist with general administrative tasks and ad hoc projects as assigned.

Specific Job Knowledge, Skill and Ability

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to read, listen and communicate effectively, both verbal and in writing.
- Ability to access and accurately input information using a moderately complex computer system.
- Must have strong technical and general accounting experience and knowledge.
- Ability to handle multiple tasks and deadlines.
- Ability to work independently and complete duties and projects with little direct supervision.
- Ability to accurately work under pressure in meeting deadlines.
- Possess critical thinking skills
- Must have excellent organizational skills.
- Experience with Excel, Word and Email applications
- Experience with accounting software systems SAP preferred

Qualification Standards

1. Graduation from an accredited four-year college or university with degree in accounting or comparable (or



equivalent work experience)

2. At least 3-5 years' experience in accounting or finance.
3. At least 2 years of experience in direct supervisory role.
4. Must have considerable technical and general accounting experience and knowledge
5. Understanding of accounting software systems, general ledger accounting, and establishment of internal control policies and accounting procedures.
6. Effective verbal and written communicator.
7. Intermediate/Advanced proficiency in Excel with the ability to learn in-depth internal software programs
8. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.