

JOB DESCRIPTION
Associate - Finance & Accounting

Department: F & A
FLSA Status: Non-Exempt

Job Status: Full-Time
Reports to: Manager, F & A

Date: November 30, 2008

POSITION SUMMARY

This position will provide clerical and administrative assistance within the areas of accounting/finance and payroll. Will be responsible for duties involving Accounts Payable and Receivables, payroll, cost accounting, financial transactions, etc.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Will administer accounts payable processing including three way matching.
- Review invoices to ensure proper documentation, accuracy and approvals.
- Work with vendors to resolve payment issues.
- Write checks and ensure that payments are processed on a timely basis.
- Generate invoices based on shipments in the ERP and/or EDI systems.
- Daily checks to Toyotasupplier.com to ensure there are no ASN or Invoice errors.
- Responsible for all aspects of hourly payroll.
- Must maintain the payroll system.
- Responsible for the proper distribution of all paychecks.
- Assist with general ledger and month end financials.
- Assist with budgeting, fixed asset tracking, costing and inventory issues.
- Coordinate and participates in physical counting of inventory; prepares reports and facilitates follow-up activities.
- Maintain data for proper costs for inventory in ERP system.
- Maintain various contracts and agreements for the company.
- Prepare presentations, reports and correspondence as directed.
- Will maintain filing of documents and other information.
- Must be able to maintain a high level of confidentiality and professionalism.
- Must be receptive to additional training as required.
- Will develop and distribute various reports for internal and external use.
- Will support various other functions within the department as necessary.
- Participates in developing department goals, objectives, and systems.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Support all other departments as directed.
- Conform to all safety rules and use all appropriate safety equipment.
- Able to communicate and perform in a team environment.
- Performs other related duties as required and assigned.

POSITION QUALIFICATIONS:

- Must be supportive of OTICS USA, Inc.'s philosophies and policies.
- Must be capable of maintaining a high level of confidentiality. Also must display the ability to be truthful and be seen as credible in the workplace.
- Must be self-motivated-ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Must demonstrate a positive attitude.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Must have a working understanding of General Accounting Principles.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Must be capable of constant quality work relative to clerical duties.
- Must be able to prioritize and handle multiple tasks.
- Must be flexible to adapt to changing conditions.
- Must be patient and able to deal with constant interruptions.
- Must be flexible to adapt to changing conditions.

- Must be willing and able to work in a team environment.
- Must have exceptional interpersonal (behavioral) skills.
- Must have exceptional communication skills (verbal, written, & listening).
- Must have above average reasoning skills.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Must be willing to travel, as this position may require some travel.
- Willing to adjust hours to meet job needs; **** May be required to work overtime and off shifts as necessary.**

EDUCATION

High School Graduate or General Education Degree (GED) required. Prefer Associates Degree in Accounting or Business Administration.

EXPERIENCE

Requires 2+ years of proven experience in an administrative function or in the area of accounting, preferably in a high volume-manufacturing environment.

COMPUTER SKILLS

Must be proficient with computer applications, specifically MS Word and Excel, and possess strong data entry skills. Must have excellent ability to operate computerized equipment and perform data entry required. Ability to perform word processing and develop spreadsheets.

CERTIFICATES & LICENSES

No certifications required.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.