



Title: Staff Accountant
Category: Accounting
Location: Acton, MA
Experience: 1-3 years in accounting, bookkeeping, ERP system, and office management
Schedule: Full Time (40 hours per week)
Organization Relationships: Reports to Commercial Manager and has a support responsibility to all functional managers

About Us:

Novotech, Inc. is an exciting and growing company in the electro-optics industry. We manufacture products for the thermal imaging and infrared optical industries. At Novotech, we specialize in germanium blanks and optical components which are used by our customers in electro-optic and photonic devices. Novotech is a job shop and manufactured products are always changing.

Job Description:

Novotech is currently hiring a diligent and detail-oriented staff accountant. The incumbent will be responsible for daily accounting G/L entries. The incumbent will possess strong analytical skills and the ability to prepare and maintain various accounting reports. Other support tasks assigned as needed.

Essential Functions - Sales

- Responsible for general accounting functions, including accounts payable, accounts receivable, and general ledger
- Assist the CFO with preparation of the financial statements; review, and analyze statements to ensure accuracy and completeness
- Handle the company's transactions (AR and AP) and do reconciliations and cash forecasts
- Help with periodic (Monthly and quarterly) and year-end financial controls review
- Perform as-needed project analysis and assist Operations management and CFO with project cost models
- Assess current company practices and procedures on an ongoing basis, and make recommendations for improvements
- Responsible for general ledger accounting functions
- Work with external CPA firms to ensure correct and timely closing and reporting at year-end and for special projects

Education

- Bachelors' degree in accounting, business administration, or mathematics

Experience Details

- 1-3 years of accounting experience
- Experience with accounting in an ERP system platform
- High-level working knowledge of Microsoft Excel and other Office suite applications
- Proven and effective communication and listening skills
- Basic costing mathematical analysis

- Statistical analysis a plus

Small companies are fast moving and exciting environments. The ideal candidate will be very detail oriented, organized, as well as able to multi-task. The staff accountant should be enthusiastic, personable, and demonstrate strong initiative.

Additional Requirements:

Candidate must be a citizen or permanent resident of the United States

Novotech Benefits:

- Competitive Pay
- Benefits
 - o Medical, Dental, Vision
 - o Long Term Disability
 - o 401K with Matching
 - o Performance bonus
 - o Flex Time
 - o Casual atmosphere
 - o Vacation time & Sick time
 - o Paid holidays
 - o Suburban location allows low traffic during commute
 - o Company located within walking distance of the beautiful Bruce Freeman bike trail