



Nextivity, Inc.
16550 W Bernardo Drive, Suite 550, San Diego, California 92127
Telephone: 858.485.9442

Job Description

Title: Accounting Supervisor

Department: Administration

Manager: Controller

Location: San Diego

FLSA Status: Exempt

Job Type: Full Time

Compensation: DOE

Summary

The Accounting Supervisor will be responsible for all essential accounting functions including but not limited to, Accounts Receivable, Accounts Payable, General Journal, reconciliations, month-end closing responsibilities, Ad Hoc reporting, supporting the Controller on technical accounting issues, supervising two direct reports, and other duties as assigned.

Responsibilities

- Assists in the development and implementation of accounting processes, systems and internal controls to ensure timely and accurate accounting information
- Responsible for the revenue recognition of the company including the reconciliation of revenue and gross margin analysis
- Supervises AR Staff Accountant including the review and approval of customer invoices, Proformas, and credit memos, while monitoring all shipments for revenue recognition
- Provides weekly review of the AR Aging report to ensure all comments and actions are up to date.
- Supervises AP Staff Accountant including the review and approval of Accounts Payable invoice processing including checks, wires, and ACH issuances
- Responsible for approving purchase requests daily for the accurate and timely reporting of expenses into correct GL account, department, and accounting period
- Reviews Company payment lists received from Contract Manufacturer to ensure standard costs are correctly represented in the ERP, and invoices are correct prior to payments being issued
- Creates and maintain SKU level product standard costs for parts in the ERP in accordance with company policies and procedures.
- Maintains month-end close and bi-monthly schedules to prepare journal entries accurately for various GL accounts and departments including inventory, payroll, unvouchered liabilities, fixed assets, warranty reserve, revenue & COGS.



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- Reviews AR Staff Accountant and AP Specialist journal entries before posting
- Performs GL Account Analysis for the P&L and Balance Sheet Reconciliations for month-end schedules.
- Monthly program budget review with engineering department
- Supports and prepares schedules for annual audit and responds to auditor requests
- Ensures all tax compliance deadlines are met, including income taxes, property taxes, etc.
- Supports and assists the Controller with monthly, quarterly, and annual activities
- Carries out supervisory responsibilities according to the company policies
- Provides reports on ad-hoc basis, as well as other deliverables or projects as assigned
- Supports A/P and A/R staff in their duties

Work Experience

- 10+ years of relevant work experience in accounting is required
- 2+ years of supervisory is required
- Proven experience using accounting concepts, practices and procedures
- Experience managing and developing staff is preferred
- Manufacturing industry and Cost of Goods experience is preferred
- Proven advanced experience in Excel
- Must have proven experience as a successful individual contributor

Education/Training

- Bachelor's degree in Accounting is required
- Ideal candidates will have additional Accounting, Excel and ERP training

Skills and Abilities

- Must be self-motivated, taking ownership of responsibilities, self-starting, self-managing
- Must be proactive, taking initiative and working in a collaborative team environment
- Advanced Excel skills are required
- Must have strong critical thinking skills
- Ideal candidates will have strong organizational skills with ability to multi-task and have a positive attitude with eagerness to learn
- Excellent verbal and written communication skills
- Ability to use sound judgment when representing the Company
- Foster a professional attitude and demonstrate integrity and flexibility
- Entrepreneurial, rapid learner, inquisitive, and persistent
- Process Owner / process driven
- Detailed and disciplined
- Proactive Personality ("Can Do Attitude").



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Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to type on keyboard; reach with hands and arms; talk and hear. Must have the ability to sit in front of a computer up to 8 hours per day, lift and carry boxes under 30 lbs.
- **Work environment:** The noise level in the work environment is usually minimal and usually that of an office environment and/or R&D lab.