



Nextivity, Inc.
16550 W Bernardo Drive, Building 5, Suite 550, San Diego, California 92127
Telephone: 858.485.9442

Job Description

Title: Staff Accountant

Department: Administration

Manager: Accounting Supervisor

Location: San Diego

FLSA Status: Exempt

Job Type: Full Time

Compensation: DOE

Summary

The Staff Accountant will be responsible for reviewing daily Accounts Receivable and daily sales invoicing, reviewing, or processing of monthly AR account reconciliations, associated journal entries and month-end duties as assigned.

Essential Duties and Responsibilities

- Responsible for the accurate and timely maintenance of assigned general ledger accounts, including Operating & Finance (Capital) Leases, Prepaid Assets, Fixed and Intangible Assets, A/P Expense Accruals, and other accounts as assigned.
- Generate journal entries, perform account analysis, and reconcile GL balances.
- Prepare high-level support schedules monthly, including detailed year-end support schedules in preparation of annual audits.
- Review revenue shipments, review AR invoices.
- Review daily bank activity.
- Review AR collections, reconciliation of AR balances at month-end, and preparation of monthly customer statements.
- Review AP invoices including, but not limited to, invoice coding, PO matching, investigating, and solving discrepancies, scanning, and filing of A/P records.
- Provide processing backup of the AR and AP functions when necessary.
- Maintain records and systems to provide visibility, control, and compliance with company policy and government regulations.
- Identify process improvements to increase time efficiency, improve accuracy, reduce errors, and/or replace manual work with system functions.
- Assist in the quarterly standard cost update and other duties as assigned.



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Work Experience

- 3-5 years' related experience is required.
- Experience with Enterprise Resource Planning software application is required.
- Proven experience with proficient skills in Excel.
- Manufacturing industry experience is preferred.
- Experience using accounting concepts, practices, and procedures.
- Proven experience manipulating large volumes of data.

Education / Training

- Bachelor's Degree in Accounting is required
- Accounting training is preferable.

Skills and Abilities

- Must have experience as a successful individual contributor.
- Must be self-motivated, taking ownership of responsibilities, self-starting, self-managing.
- Must be proactive, taking initiative and working in a collaborative team environment.
- Must have Intermediate to advanced Excel 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.
- Independent thinker able to apply critical thinking to solve problems.
- Entrepreneurial, rapid learner, inquisitive, and persistent.
- Process Owner / process driven.
- Attention to detail and disciplined.
- Proactive Personality ("Can Do Attitude")

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.



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- **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.



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