



## JOB POSTING

**Position Title and Location:** General Ledger Accountant (Hillsboro, OR)

### **Position Summary:**

Applied Physics Technologies, a rapidly growing company, is seeking a full-time General Ledger Accountant to join our finance team. In this role, you will oversee all general ledger functions, from ensuring accurate data entry, processing journal entries and accruals, monthly reconciliations, to preparation of financial reports. This position will also manage intercompany transactions, fixed assets, and property tax tracking and related reporting. Additional opportunities may include cash flow reporting, expense analysis, and R&D controlling.

### **Company Summary:**

Located in the heart of Oregon's stunning wine country, Applied Physics Technologies is a leading manufacturer of thermionic, field emission, and thermal field emission cathodes. Our customers include the world's leading microscopy, microanalysis, x-ray tube, and additive manufacturing producers. As a wholly owned subsidiary of Hitachi High-Tech, we have the global reach of a large company with the close-knit culture of a small but growing local business. Applied Physics Technologies has two locations. Our headquarters and manufacturing site is in McMinnville, OR, while our site in Hillsboro, OR focuses mainly on research and product development.

### **Essential Functions/ Responsibilities:**

- Perform month-end close process by day 4 of close.
- Prepare and post journal entries and accounting accruals.
- Reconcile general ledger accounts.
- Track fixed assets, process depreciation entries, post journal entries for fixed assets purchases and disposals, maintain fixed and small assets administration.
- Analyze inventory reports and verify selected inventory transactions.
- Enter intercompany invoices and selected number of third-party invoices.
- Review and assist bank reconciliations, including a cash pooling account.
- Prepare and analyze financial statements for completeness and accuracy.
- Prepare various intercompany reports requested by parent company.
- Prepare tax reporting workpapers and 1099 filing reports.
- Participating in financial and tax audits.

### **Necessary Skills:**

- Thorough knowledge of accounting principles (GAAP) and full cycle accounting.
- Previous experience with creating financial reports, journal entries, reconciliations, & fixed assets.
- Experience with ERP systems. SAP accounting software, preferred.
- Proficient in Excel and Microsoft Office Suite.
- Highly organized and detail oriented.
- Strong verbal and written communication abilities.

- Great interpersonal skills and the proven ability to collaborate effectively with all levels of management and staff.
- Ability to work independently and in a team environment.
- Ability to work in a fast-paced setting without sacrificing quality of work.
- Commitment to accuracy and high-quality work ethic

**Qualifications/Experience:**

- Bachelor's degree in accounting or finance. Or an associate degree in accounting or finance with equivalent combination of education training and/or experience from which comparable knowledge, skills, and abilities have been attained.
- Minimum of 5 years of experience in an accountant/financial role.
- Ability to work a minimum of 30-40 hours/week.
- An interest in continuous learning in finance and tax.